

# Public Document Pack



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PUBLIC

To: Members of Cabinet Member meeting - Adult Care

Wednesday, 18 November 2020

Dear Councillor,

Please attend a meeting of the **Cabinet Member meeting - Adult Care** to be held at **1.00 pm** on **Thursday, 26 November 2020** in Teams Live Event, the agenda for which is set out below.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S Hobbs', written over a light blue horizontal line.

**Simon Hobbs**  
**Director of Legal and Democratic Services**

## **AGENDA**

### **PART I - NON-EXEMPT ITEMS**

1. Apologies for Absence  
To receive apologies for absence (if any)
2. Declarations of Interest  
To receive declarations of interest (if any)
3. Minutes (Pages 1 - 2)  
To confirm the non-exempt minutes of the meeting of the Cabinet Member

– Adult Care held on 12 November 2020.

4. Review of Urgent Officer Decisions Taken to Support Covid-19 Response (Pages 3 - 116)
5. Derbyshire Adult Social Care and Health: Our Covid-19 Winter Plan 2020 to 2021 (Pages 117 - 140)
6. Exclusion of the Public

To move “That under Regulation 21 (1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph(s)... of Part 1 of Schedule 12A to the Local Government Act 1972”

## **PART II - EXEMPT ITEMS**

7. Declarations of Interest

To receive declarations of interest (if any)

8. Minutes (Pages 141 - 142)

To confirm the exempt minutes of the meeting of the Cabinet Member – Adult Care held on 12 November 2020.

PUBLIC

**MINUTES** of a meeting of the **CABINET MEMBER – ADULT CARE** held on 12 November 2020

**PRESENT**

Councillor B Lewis (in the Chair)

Also in attendance were Councillors C Dale and S Swann.

Apologies had been received from Councillor J Wharmby.

**52/20** **MINUTES RESOLVED** that the minutes of the meeting held on 29 October be confirmed as a correct record.

**53/20** **REVIEW OF URGENT OFFICER DECISIONS TAKEN TO SUPPORT THE COVID-19 RESPONSE** The Cabinet Member received an update in relation to Officer's Decisions utilising emergency decision making powers and assurance in relation to the reviews which had been made.

The decisions related to short-term temporary arrangements which were subject to regular review. It had been intended that as Cabinet was now able to function by meetings being held 'remotely' the need for officers to make urgent decisions would diminish, however, they would be kept under regular review by elected members and officers. On 4 June 2020, it had been agreed that Cabinet would formally delegate review decisions to the relevant Cabinet Member, with a summary of review decisions made be reported to Cabinet every two months.

The report detailed summary updates on the reviews taken place since the last Cabinet Member meeting on 29 October 2020. All review decisions had been discussed with the Executive Director and Cabinet Member following review by Senior Management Team. A copy of the most up to date version of the Officer Decision Records was attached at Appendix 1.

The Principal Social Worker had been engaged and consulted with over the initial decisions and had reviewed the latest updates. They were satisfied that the original decisions had been made with due regard for the Department of Health and Social Care Ethical Framework, the Care Act easement guidance and were aware of the review processes in place.

**RESOLVED** that the Cabinet Member note (1) the review of decisions made under urgent delegated powers arising from the COVID-19 Pandemic; and (2) that future review decisions would be made on a fortnightly basis by the Cabinet Member for Adult Care.

**54/20      PERFORMANCE AND BUDGET MONITORING/FORECAST**  
**OUTTURN 2020/2021 AS AT QUARTER 2**

The Cabinet Member had been provided with an update of the Council Plan performance position and the revenue budget position of the Adult Care portfolio for 2020/2021 up to the end of September 2020 (Quarter 2).

The report presented both financial and Council Plan performance data. The performance summary set out progress on the Council Plan deliverables and measures led by the Adult Care portfolio. The remainder of the report gave a summary and detail on the revenue budget position for the portfolio.

As an overview, the report showed that progress was "good" for 3 out of the 7 Council Plan deliverables led by the portfolio. After the use of additional Covid-19 funding, the budget forecast position for 2020/2021 was an overspend of £2.356m. It was forecast that £0.337m of savings would have been achieved by the year end. This compared to target savings of £3.357m and the value of savings initiatives, which had been identified for implementation in the current year, of £0.337m.

**RESOLVED** that the Cabinet Member note the report and consider whether there were any further actions that should be undertaken to improve the budget position moving forwards or to address performance, where it had not met the desired level.

**SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC WERE EXCLUDED FROM THE MEETING**

1. To consider the report of the Executive Director Adult Social Care & Health on the Healthwatch Derbyshire Contract Extension (contains information relating to the financial or business affairs of any particular person (including the Authority holding the information))

**DERBYSHIRE COUNTY COUNCIL**

**CABINET MEMBER**

**26 November 2020**

**Report of the Executive Director for Adult Social Care & Health**

**REVIEW OF URGENT OFFICER DECISIONS  
TAKEN TO SUPPORT COVID-19 RESPONSE**

**ADULT SOCIAL CARE AND HEALTH**

**1. Purpose of the Report**

The purpose of the report is to provide the Cabinet Member with an update in relation to those actions which were the subject of Officer's Decisions utilising emergency decision making powers as detailed in the constitution and to provide assurance in relation to the reviews which have been undertaken.

**2. Information and Analysis**

The current challenges relating to the COVID-19 pandemic have necessitated urgent decision-making processes by the Executive Director for Adult Social Care and Health to be implemented to ensure the welfare of service users and the public and to safeguard the interests of the Council. The decisions have been made under the urgent delegated powers to Executive Directors as set out in the Constitution.

In the main, the decisions relate to short-term temporary arrangements which are subject to regular review. This is particularly important where subsequent Government guidance has been issued notably in the area of Adult Social Care. It is intended that as Cabinet is now able to function by meetings being held 'remotely' the need for officers to make urgent decisions will now diminish.

However, it is important that officer decisions are kept under regular review by elected members and officers. At the 4 June 2020 Cabinet meeting it was agreed that Cabinet would formally delegate review decisions to the relevant Cabinet Member (CABCO) meeting as these were meetings held in public, virtually if necessary, in order to ensure maximum transparency. A summary of review decisions made by Cabinet members will be reported to Cabinet

every two months. As a further safeguard any significant reductions in service that have been reviewed and substantially maintained over any eight-week period will be referred to Cabinet as soon as possible after the eight-week period for ratification.

Below, in table 1, is an update on the reviews that have taken place since the last Cabinet Member meeting on 12 November 2020. All review decisions to date have been discussed with the Executive Director and Cabinet Member following review by Senior Management Team.

A copy of the most up to date version of the Officer Decision Records is attached as Appendix 1.

**Table 1: Summary of officer decision record reviews.**

Officer Decision	Review notes and recommendation
Adult Social Care Residential Homes for Older People, closure to visitors (ASCODR 1)	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p> <p>The latest review on week beginning 16 November 2020 notes that on the 28 September 2020 a letter from Dean Wallace Director of Public Health stated that restrictions remained unchanged at that time, however these were subject to change should numbers of infections rise causing Derbyshire to become an area listed by Public Health England's surveillance report as an 'area of intervention'. This would require an immediate move to stop visiting, except in exceptional circumstances such as end of life; in accordance with the Government's new Winter Plan for Social Care: <a href="https://www.gov.uk/government/publications/adult-social-care-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021">https://www.gov.uk/government/publications/adult-social-care-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021</a>.</p> <p>This restriction was instigated by Dean Wallace, Director of Public Health through a letter on 13 October 2020. in relation to cessation of all care home visiting within the Bolsover; Glosspdale; Chesterfield; Erewash and North East areas of Derbyshire until further notice due to the infection rate of Covid-19 in those specific areas rapidly increasing with clusters of cases, outbreaks and sporadic cases across the districts.</p> <p>On the 20 October this was followed by a further letter from Dean Wallace, Director of Public Health outlining the above</p>

	<p>restriction and due to the raising infection rate further recommended cessation of face to face visiting across the whole of Derbyshire. This recommendation is likely to be impacted further as national guidance develops. Subsequently the whole of England has entered a further lockdown on 5 November 2020 for an initial 4 week period.</p> <p>Derbyshire County Council homes have continued to follow national guidance and are now developing plans for 'closed window visits' in accordance with the local Director of Public Health's advice. Some homes have started these, and some require further work.</p> <p>The environment and layout in some homes does prohibit this. A review is being undertaken on all homes that will struggle to provide an isolated safe internal space to facilitate indoor visits (once permitted again), therefore as part of this review, we will work with our property team to look at options for the supply and instillation of screens in designated visiting rooms.</p> <p>Once restrictions are lifted, in order to ensure visitors conform to infection control procedures, visits are sensitively supervised and the risk assessment and guidance provided to family Carers is clear that hand washing/ sanitising must take place on entry/exit to the home and that PPE must be worn. Our guidance currently states that once face to face visits are allowed; touching should be kept to a minimum. The government's latest guidance states that social distancing must be maintained, but also that consideration should be given to the availability of additional PPE (such as gloves and aprons) if social distancing is difficult to maintain. We anticipate this would be considered in end of life situations and will be reviewing our current guidance and risk assessments to reflect that.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
<p>Closure of Older Adults Day Centres and</p>	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p>

<p>Cessation of service delivery for over 70's in learning disability day Services (ASCODR 2)</p>	<p>The latest review on week beginning 16 November 2020 notes that a steering group has continued to develop a plan for the re-opening of day centres. This review has taken account of the recently published Adult Social Care: COVID Winter Plan 2020-2021.</p> <p>Three-day centres are being considered in the first phase. Queen's Court; Shirevale and Ambervale which have been signed off as COVID -19 secure. Work is underway to also open Jubilee which operates in conjunction with Queens Court as 1 service over 2 locations to account for the rurality in the north of the County.</p> <p>Ensuring the buildings are COVID -19 compliant is only one aspect. Detailed risk assessments are being compiled which include the following examples; the recognition of regular cleaning regimes such as surfaces and toilets and the need to train staff to complete this, the creation of individual activity boxes, the creation of groups of staff to create "bubbles", ensuring staff are able to change from outdoor clothing into clothing just to be worn within the centre and laundry of this clothing.</p> <p>The work we have done to prepare for this has revealed that; due to safety measures, there will be a significant impact on the capacity of each centre which is currently looking like only 35% of people who attended historically will be able to attend on any one day. However recent Government guidance now only allows for 15 people at any one time, exclusive of staff.</p> <p>We are also exploring transport which has also seen a significant reduction in capacity. With transport there are also now additional rigorous cleaning regimes which must be in place for infection control. There are also interdependencies with ensuring children and young people with disabilities can attend school.</p> <p>A communication plan has been developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group continues to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening and to ensure capacity across Derbyshire. It may be possible to access private and voluntary sector provision if after the prioritisation exercise; there is an indication that there are more</p>
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individuals who are deemed to be at the highest priority need to re-access a service than what restrictions allow to be provided for in-house.

Letters were sent out on Monday 28 September 2020 to people who use day services and their carers stating our plan to re-open 3-day service facilities across the county at Queen's Court in Buxton; Shirevale in Shirebrook; and Ambervale in Heanor. A prioritisation exercise has commenced and is due to be completed week beginning 09 November 2020. Plans are in place to aim for opening the above 3 services with the addition of Jubilee in the High Peak during November 2020.

Based on advice from our legal services; by opening the above day services to small groups of people; we are following Regulation 11(9) of ***The Health Protection (Coronavirus, Restrictions) (England)(No. 4) Regulations 2020***, which enables the continuation of day care as a permitted exception to an indoor gathering:

[https://www.legislation.gov.uk/uksi/2020/1200/pdfs/uksi\\_20201200\\_en.pdf](https://www.legislation.gov.uk/uksi/2020/1200/pdfs/uksi_20201200_en.pdf)

We are discussing with all who attend that have health conditions which mean they are clinically vulnerable and clinically extremely vulnerable; that whilst it is perfectly lawful for DCC to run the service and for them to leave their homes to attend, there remains increased risks to them should they contract Covid 19 and Government Guidance is for them to minimise contacts with others. Consequently, we are reminding them of the risks and the judgment that they must make whether to continue to attend the service or not.

Given several people who attend our day services may not have the capacity to make this decision, Mental Capacity Assessments are being completed and Best Interest Decisions made. Additional risk assessments will also be completed for those who are either Clinically vulnerable or extremely clinically vulnerable that wish to attend.

For those who choose not to attend, or it is deemed not in their best interests to attend; their place will be held for this period of time.

	<p>The following mitigations have been put in place since the original decision to close building-based services was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults, and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carer's emergency plans are being offered.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
<p>Closure of building based Day Centres for people with a Learning Disability (ASCODR 3)</p>	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p> <p>The latest review on week beginning 16 November 2020 notes that a working group has continued to explore options for the future of these services. This review has taken account of the newly published Adult Social Care: COVID Winter Plan 2020-2021.</p> <p>A 'hub' of practitioners was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers. This group of practitioners are now actively working with people with a learning disability and/or who are autistic.</p> <p>Following intensive risk assessments, the day centres that are Covid safe and currently open to small numbers of people with a learning disability are; Newhall, Parkwood, No Limits, Whitemoor and Outlook; with Alderbrook opening shortly.</p> <p>The work we have done to enable this has revealed that due to safety measures, there is a significant impact on the capacity of each centre. In addition, recent updated Government guidance will allow for no more than 15 service Users on any day to</p>

access individual services unless in completely separate 'bubbles' of 15 using separate areas of a building with separate facilities such as entrances/exits and toilet facilities. This is possible at some of the larger centres such as Outlook in Long Eaton.

Based on advice from our legal services; by opening the above day services to small groups of People; we are following Regulation 11(9) of ***The Health Protection (Coronavirus, Restrictions) (England)(No. 4) Regulations 2020***, which enables the continuation of day care as a permitted exception to an indoor gathering:

[https://www.legislation.gov.uk/uksi/2020/1200/pdfs/uksi\\_20201200\\_en.pdf](https://www.legislation.gov.uk/uksi/2020/1200/pdfs/uksi_20201200_en.pdf)

We are discussing with all who attend that have health conditions which mean they are clinically vulnerable and clinically extremely vulnerable; that whilst it is perfectly lawful for DCC to run the service and for them to leave their homes to attend, there remains increased risks to them should they contract Covid 19 and Government Guidance is for them to minimise contacts with others. Consequently, we are reminding them of the risks and the judgment that they must make whether to continue to attend the service or not.

Given several people who attend our day services may not have the capacity to make this decision, Mental Capacity Assessments are being completed and Best Interest Decisions made. Additional risk assessments will also be completed for those who are either Clinically vulnerable or extremely clinically vulnerable that wish to attend.

For those who choose not to attend, or it is deemed not in their best interests to attend, their place will be held for this period of time.

The following mitigations have been put in place since the original decision was approved, including:

- Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted.
- In addition to the small amount of centres which have opened; staff from other centres continue to provide outreach services to people in places where buildings have not opened, (and in doing so following appropriate guidelines about use of PPE).

	<ul style="list-style-type: none"> <li>• A small number of people with a learning disability who use building-based day services have previously been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> <li>• Day centre staff have either supported outreach work or have been redeployed to Older Adults residential establishments.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
<p>Cessation of planned respite breaks services for Older Adults and people with a Learning Disability (ASCODR 4)</p>	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p> <p>The latest review on week beginning 16 November 2020 notes that following ongoing work by officers the current position is that most building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control).</p> <p>Currently officers are working towards re-opening a centre within the County to offer respite in a Covid-secure environment. This planning is currently in the preliminary stages and a location is yet to be fully finalised.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted to reflect the additional care provision.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite reduce as a result of day centre provision being closed and cessation of</li> </ul>

	<p>planned respite within residential care. Carers emergency plans have been offered.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
<p>Fire Risk Mitigation Work (ASCODR 6)</p>	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p> <p>The latest review on week beginning 16 November 2020 notes that following ongoing work by officers, the fire doors at Rowthorne HOP are not yet completed, however the work continues to have an expected completion date of 18 December 2020.</p> <p>The homes in the north of the County have only low risk tasks from the phase 2 works which remain incomplete to date, such as follow ups on the Technical Fire Risk Assessments. There are some slightly higher risk issues to resolve in the homes situated in the south of the County. It is envisaged that all outstanding issues will be actioned and resolved by Christmas 2020.</p> <p>All the outstanding fire alarm issues have now been resolved and electrical testing is almost complete. Operationally, all homes confirm they can affect an evacuation relating to the highest need compartmentation within 2.5 minutes.</p> <p>There are still some management staff whose fire management training is now outstanding, however as this is now available online any outstanding issues will be addressed over the next few weeks.</p> <p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.</p> <p>Finally, the risk evaluation exercise is underway, and it is anticipated that within the next 2 weeks it will be completed on all homes which have required a rewire.</p>

	<p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Financial Charging	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p> <p>The latest review on week beginning 16 November 2020 notes that following ongoing work by officers, the current position is that these interim charging arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person's support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place. There is no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Shared Lives carers additional payments	<p>This has been reviewed on eighteen occasions by Adult Social Care and Health Senior Management Team and a discussion between the Executive Director and Cabinet Member.</p> <p>The latest review on week beginning 16 November 2020 notes that following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. This review has taken account of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.</p> <p>Payments to full time-Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carers will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment, and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required.</p>

	<p>There is no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
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### **3. Feedback from Principal Social Worker**

The Principal Social Worker has been engaged and consulted with over the initial decisions and has reviewed these latest updates. The Principal Social Worker is satisfied that the original decisions have been made with due regard for the Department of Health and Social Care Ethical Framework. Where appropriate Care Act easement guidance has been considered and formed part of the decision-making process. The Principal Social Worker is aware of the review processes in place.

### **4. Financial Considerations**

As part of the urgent officer decision-making process, regard has been had to financial implications and these are detailed where appropriate on the original Officer Decisions.

### **5. Human Resources Considerations**

As part of the urgent officer decision-making process, regard has been had to human resources implications and these are detailed where appropriate on the original Officer Decisions.

### **6. Legal Considerations**

The reviews of the Officer Decisions made under powers delegated to officers in accordance with the Constitution have ensured that timely consideration is given to the necessity and proportionality of the continuation of those actions outlined in the Officer Decision Records.

The Council's Constitution provides that "notwithstanding any other provision of the Constitution Strategic Directors shall have the power, after discussion, if practicable, with the Leader of the Council or the relevant Cabinet Member or Chair, to take such actions deemed to be necessary and expedient in matters requiring urgent consideration and which, because of the timescale involved, or the need to safeguard the interests of the County Council, cannot be dealt with by submission to the next following meeting of the Council, Cabinet, Cabinet Member or Committee."

The preparation of an Equalities Impact Assessment in relation to all the Officer Decisions made using urgent delegated powers has been undertaken and will continue to inform decision making.

## **7. Equality implications**

As part of the urgent officer decision making process, regard has been given to equality implications within the demand time scales applying. A consolidated Equality Impact Assessment is in development and was reported to the 4 June 2020 Cabinet meeting. Specific EIAs in relation to the decisions that affect visiting restrictions at older people's care homes, the closure of day centres and the closure of respite provision have been developed alongside a more comprehensive covering report.

## **8. Other Considerations**

In preparing this report the relevance of the following factors has been considered: Social Value, Human Rights, equality of opportunity, health, environmental, transport, property, social value and crime and disorder considerations.

## **9. Background Papers**

- Officer Decision Records considered by Cabinet on 23 April 2020, 14 May 2020 and 4 June 2020 and published on the county council website.
- Officer Decision Record considered by Cabinet Member 25 June 2020 and published on the county council website.
- Decision making process during Covid Epidemic – report to Cabinet 4 June 2020
- Review of urgent officer decisions taken to support COVID-19 Response – report to Cabinet Member 11, 25 June and 9 and 24 July 2020.
- Cabinet Report - 30 July and associated Equality Impact Assessments
- Equality Impact Analysis – Urgent decisions in relation to council services, functions and assistance

## **10. Key Decision**

As indicated in reports

## **11. Is it required that the Call-in period be waived in respect of the decisions being proposed within this report?**

No



## **12. Officer's Recommendation**

The Cabinet Member for Adult Social Care and Health is asked to:

- i. Note the review of decisions made under urgent delegated powers arising from the COVID-19 Pandemic; and
- ii. Note that future review decisions will be made on a fortnightly basis by the Cabinet Member for Adult Care.

**Helen Jones  
Executive Director – Adult Social Care & Health  
County Hall  
Matlock**

## Appendix 1 – Copy of Officer Decision Records

DERBYSHIRE COUNTY COUNCIL

### OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Helen Jones	Service: Adult Social Care
Delegated Power Being Exercised: Significant management decisions which could have an adverse or controversial impact on the delivery of services or achievement of agreed targets	
Residential Care	
Subject of Decision: (i.e. services affected)	Adult Social Care Residential Homes for Older People, closure to visitors
Is this a review of a decision? If so, what was the date of the original decision?	Yes, this is a review of the decision taken on 20 March 2020
Key decision? If so have Democratic Services been notified?	Yes – it will be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county area.
Decision Taken (specify precise details, including the period over which the decision will be in place and when it will be (further) reviewed):	Decision taken on 20/3/20 to cease to allow general visits from friends and family.  <b>Review process</b> Decision is subject to a minimum of fortnightly review by SMT and Cabinet Member, being reported to Cabinet Member on a fortnightly basis.
Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy and anticipated impact of the decision)	Government advice at the start of the pandemic advised that people aged 70 and over were required to self –isolate. The expectation of further advice from government as to implications for care homes was anticipated, but with none arriving to inform this initial decision.  The advice in March from the Director of Public Health (DPH) and the written guidance updated on 20.3.2020 and the interpretation provided by the DPH, from advice he had received from Public Health England is

<p>Where the decision is subject to statutory guidance please state how this has been taken into consideration.</p>	<p>that the words “strongly advised” meant, that we should I put visiting restrictions to homes for older people in place.</p>
<p>Alternative Options Considered (if appropriate) and reasons for rejection of other options</p>	<p>We considered keeping the homes open to restricted visitors (friends and families only), but this seemed insufficient in the light of the guidance and advice received. We considered further social distancing measures. These were to be a letter, to friends/ relatives advising them of the risks, asking them to consider their position and reminding them of hygiene and social distancing measures and the potential to visit outside of the home. This was in fact the position agreed at the 8.30 meeting on the 20.2.2020, however, we reverted subsequently after the advice from the DPH and formally changed the decision at a specially reconvened ASC Gold later in the day. Minutes of both meetings are available.</p>
<p>Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated</p>	<p>A risk assessment was not undertaken as the decision was taken urgently in response to national guidance issued by the Government in relation to the COVID-19 Pandemic. Subsequently some adverse impacts have been identified and these have been mitigated against – e.g. by ensuring all DCC HOPs and CCC’s have access to Skype technology so family members can keep in touch.</p> <p>Further mitigations have now been developed to allow visiting to take place in prescribed and limited circumstances as detailed in the SMT update section to this ODR. This reflects changing government guidance both in relation to the easing of the lockdown from 4 July 2020 (which does permit limited contact with other people, but with the importance of keeping your distance from people not in your household) and guidance issued on 22 July 2020 on visiting care homes during coronavirus. From 6 July structured, scheduled visits can now take place outdoors (where possible). This will continue to be reviewed regularly to take account of the local and national circumstances and any further revised guidance. A quick decision may be required in the</p>

	<p>event of a second spike or localised outbreak to retract these arrangements and return to restricting all visits to residential care homes.</p>
<p>Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate the decision</p>	<p>Yes, this decision would have been subject to consultation as it would potentially adversely impact on family members, carers and friends of the individual in the home, as well as the person living in the care establishment. This decision had to balance the need to consult with the increased risk to vulnerable groups. Consultation did not take place due to national advice being issued from the Government regarding the COVID-19 pandemic response which stated that vulnerable groups needed to undertake social distancing to protect their health and wellbeing. Therefore, an urgent decision needed to be taken.</p>
<p>Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?</p>	<p>The decision will have had an impact on the people accessing care; their families and carers and staff employed to provide direct care services. The temporary restrictions to the service, brings with it the potential for further risks to those currently using and those needing the service, since it will be more difficult in some ways to monitor well-being, and identify changes in needs, without the fundamental role family and friends provide in advocating on behalf of, and interpreting the needs of their loved ones. It is also likely to be the case that many of those who visit their loved ones and friends within our care homes may be less likely to be connected digitally, so the usual alternative means of providing services, is available to a lesser degree.</p>
<p>Background/Reports/Information considered and attached (including Legal, HR, Financial and other considerations as required))</p>	<p>The guidance which initially supported the decision is: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</a></p> <p>Revisions have been made to the visiting arrangements following the publication of this guidance: <a href="https://www.gov.uk/government/publications/staying-">https://www.gov.uk/government/publications/staying-</a></p>

	<p><a href="#"><u>alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</u></a></p> <p>Further revisions have been made to the visiting arrangements following the publication of this guidance on 22 July 2020:</p> <p><a href="https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus"><u>https://www.gov.uk/government/publications/visiting-care-homes-during-coronavirus</u></a></p> <p>Further revisions can be made with immediate effect to the visiting arrangements should local infection levels rise; in accordance with the publication of this plan on 18 September 2020:</p> <p><a href="https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021"><u>https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021.</u></a></p> <p><b>Feedback on original Officer Decision:</b></p> <p><b>Principal Social Worker</b></p> <p>The Principal Social Worker has been engaged and consulted with this decision. The Principal Social Worker is satisfied this decision has been informed by Government advice for residential care and supported living guidance which states:</p> <p>‘How care homes can minimise the risks of transmission? Care home providers should stop all visits to residents from friends and family. Medical staff and delivery couriers can still visit, but you should leave a hand sanitiser by the entrance and ask them to wash their hands as soon as they enter the building.’</p> <p>The Principal Social Worker is satisfied that the decision maker has shown due regard for balancing the impact on Human Rights Act Article 8, Care Act 2014 Wellbeing Principle and the Department of Health and Social Care Ethical Framework when reaching this decision.</p>
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	<p>All Adult Social Care homes have been issued with a laptop and staff are supporting remote contact with family and friends via technology including telephone, videos, email and Skype so that essential family contact and links are maintained. All residents have person centred support plans and personal service plans that identify important others and contingency plans developed to ensure contact is promoted.</p> <p><b>Finance</b> There are no additional costs associated with this decision.</p> <p><b>Human Resources</b></p> <p><b>Legal</b> Decision is not time limited – would be beneficial to indicate a review date.</p> <p>Response: This decision will be reviewed every two weeks by SMT as part of RODR process and this will be referenced in Cabinet Report as mitigation</p> <p>Decision has HR implications (Article 8 – family life) report should detail how these rights have been balanced and how residents might be supported in having contact with friends and family , otherwise than direct contact.</p> <p>Response: This is referenced via mitigations provided via Skype and it is acknowledged that this an issue, however it is felt important in the current climate that this has to be balanced against an individual's wellbeing and the risks to a person's health if visiting is permitted within a home increasing chances of transmission of the disease.</p>
<p>Consultation with relevant Cabinet Member (s) – please note this is obligatory.</p>	<p>This took place with Cllr Wharmby by phone on 20 March 2020.  Consultation with Cllr Wharmby on Review 19/05/2020  Consultation with Cllr Wharmby on Review 27/05/2020  Consultation with Cllr Wharmby at Cabinet Member Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u> ,<u>25/06/2020</u>, <u>09/07/2020</u>,</p>

	<p><u>24/07/2020 and 06/08/2020, 03/09/2020, 17/09/2020, 01/10/2020, 15/10/2020, 29/10/2020, 12/11/20, 26/11/20</u></p>
Decision:	<p>To close all DCC residential homes with immediate effect on 20/3/2020 and to advise independent sector homes of our position and expectation.</p> <p><b>SMT review: 22/04/2020</b> - Social distancing requirements still in place and therefore need to maintain position. The national guidance now states there is a requirement to allow family members to visit loved ones at the end of life which is being delivered locally. Video calling arrangements are in place and has been positively received. SS is to provide clarity on end of life procedures across all establishments.</p> <p><b>Review by SMT 06/05/2020:</b> It is considered necessary to continue with visiting restrictions to DCC care homes as social distancing requirements are still in place and therefore it is important DCC maintains this position in order to protect vulnerable people living within the homes who may have long term or underlying health conditions which puts them at more risk of COVID-19.</p> <p>Feedback from staff working in Derbyshire County Council operated residential care homes informed the original decision as some individuals were becoming anxious about the on-going visits from relatives and the risk that posed to individuals living in the home. This remains a concern amongst operational teams in relation to infection control. Nationally, it is recommended that visiting restrictions are in place for care homes due to concerns about the prevalence of the disease in these settings.</p> <p>National guidance has changed to enable family members to visit loved ones at the end of life and this is being delivered locally. Direct Care staff are developing a consistent approach to end of life visiting arrangements to facilitate the implementation of this national guidance. We have ensured that each DCC home has video calling facilities to allow family members to keep in regular contact with people living</p>

	<p>in a DCC residential care establishment and this has been received positively received.</p> <p>We have also informed PVI Sector homes of this ongoing position to inform their decision making.</p> <p><b>Review by SMT 21/05/2020:</b> It is considered necessary to continue with visiting restrictions to DCC care homes as social distancing requirements are still in place and therefore it is important DCC maintains this position in order to protect vulnerable people living within the homes who may have long term or underlying health conditions which puts them at more risk of COVID-19.</p> <p><b>Review by SMT 04/06/2020:</b> It is considered necessary to continue with visiting restrictions to DCC care homes as general social distancing requirements are still in place. It is important DCC maintains this overall position in order to protect vulnerable people living within the homes who may have long term or underlying health conditions which puts them at more risk should they contract COVID-19.</p> <p>National guidance has changed to enable family members to visit loved ones at the end of life and this is being delivered locally and this is being facilitated.</p> <p>As a result of the latest changes to social distancing arrangements introduced by the Government this week officers are exploring how visiting restrictions can be relaxed to enable a relative to meet with a loved one in an appropriate outdoor space, whilst social distancing is maintained. This work will be undertaken in conjunction with Health and Safety and Public Health colleagues to ensure any relaxing of the current arrangements are undertaken in a way that continues to minimise the risk to all parties of infection spread. The outcome of this work will be reported to Cabinet Member and will inform changes to visiting restrictions moving forward.</p> <p><b>Review by SMT 11/06/2020:</b> Hold position as PVI sector currently more broadly is not seeking to relax visiting as a potential risk to the residents in the home</p>
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	<p>in terms of infection prevention control. Officers to undertake a piece of work scoping of what might be possible and under what circumstances.</p> <p><b>Review by SMT 18/06/2020:</b> It is considered necessary to continue with visiting restrictions to DCC care homes as general social distancing requirements are still in place. It is important DCC maintains this overall position in order to protect vulnerable people living within the homes who may have long term or underlying health conditions which puts them at more risk should they contract COVID-19. National guidance has changed to enable family members to visit loved ones at the end of life and this is being delivered locally and this is being facilitated.</p> <p>As a result of the latest changes to social distancing arrangements introduced by the Government this week officers are exploring how visiting restrictions can be relaxed to enable a relative to meet with a loved one in an appropriate outdoor space, whilst social distancing is maintained. This work will be undertaken in conjunction with Health and Safety and Public Health colleagues to ensure any relaxing of the current arrangements are undertaken in a way that continues to minimise the risk to all parties of infection spread. The outcome of this work will be reported to Cabinet Member and will inform changes to visiting restrictions moving forward.</p> <p><b>Review by SMT 02/07/2020:</b> It is considered necessary to continue with general visiting restrictions to DCC care homes as general social distancing requirements are still in place. It is important DCC maintains this overall position in order to protect vulnerable people living within the homes who may have long term or underlying health conditions which puts them at more risk should they contract COVID-19.</p> <p>National guidance has changed to enable family members to visit loved ones at the end of life and this is being delivered locally and this is being facilitated.</p>
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	<p>As a result of the latest changes to social distancing arrangements introduced by the Government officers a range of prescriptive visiting arrangements that enable a relative to meet with a loved one in an appropriate outdoor space, whilst social distancing is maintained has been developed and will be implemented.</p> <p><b>Review by SMT 16/07/2020:</b> Following ongoing work by officers the position has been revised so that whilst general visiting restrictions need to remain in place, temporary arrangements have been put in place to enable short visits to take place by family members in homes that have no cases of COVID-19 Guidelines have been developed and these will continue to be reviewed in line with national guidance and reflect the change in Government guidance on 4 July which still encourages those in the shielding cohort or with an underlying health condition to strictly observe social distancing measures and limit contact with people outside of their household. The newly announced testing for Care Home residents (every 28 days) and staff (every week) may impact on the ability to facilitate these visits i.e. if positive test results are returned.</p> <p><b>Review by SMT 30/07/2020 notes:</b> that local guidelines which have been developed are being reviewed so that they are in line with guidance issued by central government on 22 July which outlines an enhanced role by the Director of Public Health in terms of ensuring visiting guidelines are robust and risk assessed. We will be seeking to reflect this recommended best practice within visiting arrangements at residential homes for older people and also working with the private, voluntary and independent care home sector across Derbyshire to ensure they also put appropriate arrangements in place.</p> <p><b>Review by SMT 12/08/2020 notes that</b> revised guidelines, informed by national guidance issued on 22 July, were agreed by the Assistant Director of Public Health, Director of Adult Social Care (Deputy DASS), and Group Manager Quality &amp; Compliance.</p>
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	<p>These confirm that 1 regular visitor can attend inside or outside of the establishment with appropriate PPE and risk mitigations will be in place. The Unit Managers for each establishment are using an overarching risk assessment completed in conjunction with Health &amp; Safety to develop their own risk management arrangements for each establishment. These revised guidelines were distributed to all DCC residential establishments on 31st July 2020.</p> <p>A letter from the Director of Adult Social Care was also distributed to all DCC residential establishments for them to send on to all nominated relatives of residents explaining the updated guidelines as well as including a copy for their reference. (The guidelines are now available on DCC's <a href="#">website</a>). A letter has also been sent to all homes in Derbyshire (Council and PVI Sector) from the Director of Public Health, explaining their enhanced role in relation to care homes.</p> <p><b>Review by SMT on week beginning 24 August 2020 notes that</b> revised guidelines, informed by national guidance issued on 22 July, were agreed by the Assistant Director of Public Health, Director of Adult Social Care (Deputy DASS), and Group Manager Quality &amp; Compliance. These confirm that 1 regular visitor can attend inside or outside of the establishment with appropriate PPE and risk mitigations will be in place. The Unit Managers for each establishment are using an overarching risk assessment completed in conjunction with Health &amp; Safety to develop their own risk management arrangements for each establishment. These revised guidelines were distributed to all DCC residential establishments on 31 July 2020.</p> <p>A letter from the Director of Adult Social Care was also distributed to all DCC residential establishments for them to send on to all nominated relatives of residents explaining the updated guidelines as well as including a copy for their reference. (The guidelines are now available on DCC's <a href="#">website</a>). A letter has also been sent to all homes in Derbyshire (Council and PVI Sector) from the Director of Public Health,</p>
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	<p>explaining their enhanced role in relation to care homes.</p> <p><b>Review by SMT on week beginning 7 September 2020 notes that</b> revised guidelines, informed by national guidance issued on 22 July, were agreed by the Assistant Director of Public Health, Director of Adult Social Care (Deputy DASS), and Group Manager Quality &amp; Compliance. These confirm that 1 regular visitor can attend inside or outside of the establishment with appropriate PPE and risk mitigations will be in place. The Unit Managers for each establishment are using an overarching risk assessment completed in conjunction with Health &amp; Safety to develop their own risk management arrangements for each establishment. These revised guidelines were distributed to all DCC residential establishments on 31 July 2020.</p> <p>A letter from the Director of Adult Social Care was also distributed to all DCC residential establishments for them to send on to all nominated relatives of residents explaining the updated guidelines as well as including a copy for their reference. (The guidelines are now available on DCC's <a href="#">website</a>). A letter has also been sent to all homes in Derbyshire (Council and PVI Sector) from the Director of Public Health, explaining their enhanced role in relation to care homes.</p> <p>We have now adjusted our position regarding 'one consistent visitor' in response public health advice last week which advised that a greater degree of flexibility may be permitted due to the current level of risk. As a provider we have maintained arrangements for most (unless there are exceptional circumstances) at 1 visitor per week to ensure we can accommodate visits for all that want them but the flexibility will enable these to be visits from different people. It will assist where residents have several people who normally visit them. For example a friend may visit one week and a son/ daughter the next week where this is appropriate and in accordance with the residents wishes.</p>
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	<p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.</p> <p><b>Review by SMT on week beginning 21 September 2020 notes that</b> revised guidelines, informed by national guidance issued on 22 July, were agreed by the Assistant Director of Public Health, Director of Adult Social Care (Deputy DASS), and Group Manager Quality &amp; Compliance. These confirm that 1 regular visitor can attend inside or outside of the establishment with appropriate PPE and risk mitigations will be in place. The Unit Managers for each establishment are using an overarching risk assessment completed in conjunction with Health &amp; Safety to develop their own risk management arrangements for each establishment. These revised guidelines were distributed to all DCC residential establishments on 31 July 2020.</p> <p>A letter from the Director of Adult Social Care was also distributed to all DCC residential establishments for them to send on to all nominated relatives of residents explaining the updated guidelines as well as including a copy for their reference. (The guidelines are now available on DCC's <a href="#">website</a>). A letter has also been sent to all homes in Derbyshire (Council and PVI Sector) from the Director of Public Health, explaining their enhanced role in relation to care homes.</p> <p>We have now adjusted our position regarding 'one consistent visitor' in response to public health advice on 14 September 2020 which advised that a greater degree of flexibility may be permitted due to the current level of risk. As a provider we have maintained arrangements for most (unless there are exceptional circumstances) at 1 visitor per week to ensure we can accommodate visits for all that want them but the flexibility will enable these to be visits from different people. It will assist where residents have several people who normally visit them. For example, a friend may visit one week and a son/ daughter the next week where this is appropriate and in accordance with the residents wishes.</p>
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	<p>There is currently no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.</p> <p><b>Review by SMT on week beginning 05 October 2020 notes that</b> revised guidelines, informed by national guidance issued on 22 July, were agreed by the Assistant Director of Public Health, Director of Adult Social Care (Deputy DASS), and Group Manager Quality &amp; Compliance. These confirm that 1 regular visitor can attend inside or outside of the establishment with appropriate PPE and risk mitigations will be in place. The Unit Managers for each establishment are using an overarching risk assessment completed in conjunction with Health &amp; Safety to develop their own risk management arrangements for each establishment. These revised guidelines were distributed to all DCC residential establishments on 31 July 2020.</p> <p>A letter from the Director of Adult Social Care was also distributed to all DCC residential establishments for them to send on to all nominated relatives of residents explaining the updated guidelines as well as including a copy for their reference. (The guidelines are now available on DCC's <a href="#">website</a>). A letter has also been sent to all homes in Derbyshire (Council and PVI Sector) from the Director of Public Health, explaining their enhanced role in relation to care homes.</p> <p>We have now adjusted our position regarding 'one consistent visitor' in response to public health advice on 14 September 2020 which advised that a greater degree of flexibility may be permitted due to the current level of risk. As a provider we have maintained arrangements for most (unless there are exceptional circumstances) at 1 visitor per week to ensure we can accommodate visits for all that want them but the flexibility will enable these to be visits from different people. It will assist where residents have several people who normally visit them. For example, a friend may visit one week and a son/ daughter the next</p>
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	<p>week where this is appropriate and in accordance with the residents wishes.</p> <p>An additional letter has been sent to all Care Home visitors and Managers on the 28 September 2020 from Dean Wallace Director of Public Health stating that restrictions remain unchanged at this current time, however are subject to change should numbers of infections rise causing Derbyshire to become an area listed by Public Health England's surveillance report as an 'area of intervention'. This would require an immediate move to stop visiting, except in exceptional circumstances such as end of life; in accordance with the Government's new Winter Plan for Social Care:  <a href="https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021">https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021</a>.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020 and will take account of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.</p> <p><b>Review by SMT on week beginning 19 October 2020 notes that</b> revised guidelines, informed by national guidance issued on 22 July, were agreed by the Assistant Director of Public Health, Director of Adult Social Care (Deputy DASS), and Group Manager Quality &amp; Compliance. These confirm that 1 regular visitor can attend inside or outside of the establishment with appropriate PPE and risk mitigations will be in place. The Unit Managers for each establishment are using an overarching risk assessment completed in conjunction with Health &amp; Safety to develop their own risk management arrangements for each establishment. These revised guidelines were distributed to all DCC residential establishments on 31 July 2020.</p> <p>A letter from the Director of Adult Social Care was also distributed to all DCC residential establishments for them to send on to all nominated relatives of</p>
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	<p>residents explaining the updated guidelines as well as including a copy for their reference. (The guidelines are now available on DCC's <a href="#">website</a>). A letter has also been sent to all homes in Derbyshire (Council and PVI Sector) from the Director of Public Health, explaining their enhanced role in relation to care homes.</p> <p>We have now adjusted our position regarding 'one consistent visitor' in response to public health advice on 14 September 2020 which advised that a greater degree of flexibility may be permitted due to the current level of risk. As a provider we have maintained arrangements for most (unless there are exceptional circumstances) at 1 visitor per week to ensure we can accommodate visits for all that want them but the flexibility will enable these to be visits from different people. It will assist where residents have several people who normally visit them. For example, a friend may visit one week and a son/ daughter the next week where this is appropriate and in accordance with the residents wishes.</p> <p>An additional letter has been sent to all Care Home visitors and Managers on the 28 September 2020 from Dean Wallace Director of Public Health stating that restrictions remain unchanged at this current time, however are subject to change should numbers of infections rise causing Derbyshire to become an area listed by Public Health England's surveillance report as an 'area of intervention'. This would require an immediate move to stop visiting, except in exceptional circumstances such as end of life; in accordance with the Government's new Winter Plan for Social Care:  <a href="https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021">https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021</a>.</p> <p>This restriction has now been instigated in relation to cessation of all care home visiting within the Bolsover; Glossdale; Chesterfield; Erewash and North East areas of Derbyshire until further notice as advised in a further letter sent from Dean Wallace, Director of Public Health on 13 October 2020. This is due to the</p>
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	<p>infection rate of Covid-19 in those specific areas rapidly increasing with clusters of cases, outbreaks and sporadic cases across the districts.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 02 November 2020 and will take account of the Adult Social Care: COVID Winter Plan 2020-2021.</p> <p><b>Review by SMT week beginning 02 November 2020 notes that</b> on the 28 September 2020 a letter from Dean Wallace Director of Public Health stated that restrictions remain unchanged at this current time, however these where subject to change should numbers of infections rise causing Derbyshire to become an area listed by Public Health England's surveillance report as an 'area of intervention'. This would require an immediate move to stop visiting, except in exceptional circumstances such as end of life; in accordance with the Government's new Winter Plan for Social Care:  <a href="https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021">https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021</a>.</p> <p>This restriction was instigated by Dean Wallace, Director of Public Health through a letter on 13 October 2020. in relation to cessation of all care home visiting within the Bolsover; Glosspdale; Chesterfield; Erewash and North East areas of Derbyshire until further notice due to the infection rate of Covid-19 in those specific areas rapidly increasing with clusters of cases, outbreaks and sporadic cases across the districts.</p> <p>On the 20 October this was followed by a further letter from Dean Wallace, Director of Public Health outlining the above restriction and due to the raising infection rate further recommended cessation of face to face visiting across the whole of Derbyshire. This recommendation is likely to be impacted further as national guidance develops this week.</p>
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	<p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.</p> <p><b>Review by SMT week beginning 16 November 2020 notes that</b> on the 28 September 2020 a letter from Dean Wallace Director of Public Health stated that restrictions remained unchanged at that time, however these were subject to change should numbers of infections rise causing Derbyshire to become an area listed by Public Health England's surveillance report as an 'area of intervention'. This would require an immediate move to stop visiting, except in exceptional circumstances such as end of life; in accordance with the Government's new Winter Plan for Social Care:  <a href="https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021">https://www.gov.uk/government/publications/adult-socialcare-coronavirus-covid-19-winter-plan-2020-to-2021/adult-social-care-our-covid-19-winterplan-2020-to-2021</a>.</p> <p>This restriction was instigated by Dean Wallace, Director of Public Health through a letter on 13 October 2020. in relation to cessation of all care home visiting within the Bolsover; Glossopdale; Chesterfield; Erewash and North East areas of Derbyshire until further notice due to the infection rate of Covid-19 in those specific areas rapidly increasing with clusters of cases, outbreaks and sporadic cases across the districts.</p> <p>On the 20 October this was followed by a further letter from Dean Wallace, Director of Public Health outlining the above restriction and due to the raising infection rate further recommended cessation of face to face visiting across the whole of Derbyshire. This recommendation is likely to be impacted further as national guidance develops. Subsequently the whole of England has entered a further lockdown on 5 November 2020 for an initial 4 week period.</p> <p>Derbyshire County Council homes have continued to follow national guidance and are now developing plans for 'closed window visits' in accordance with the</p>
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	<p>local Director of Public Health's advice. Some homes have started these, and some require further work. The environment and layout in some homes does prohibit this. A review is being undertaken on all homes that will struggle to provide an isolated safe internal space to facilitate indoor visits (once permitted again), therefore as part of this review, we will work with our property team to look at options for the supply and instillation of screens in designated visiting rooms.</p> <p>Once restrictions are lifted, in order to ensure visitors conform to infection control procedures, visits are sensitively supervised and the risk assessment and guidance provided to family Carers is clear that hand washing/ sanitising must take place on entry/exit to the home and that PPE must be worn.</p> <p>Our guidance currently states that once face to face visits are allowed; touching should be kept to a minimum. The government's latest guidance states that social distancing must be maintained, but also that consideration should be given to the availability of additional PPE (such as gloves and aprons) if social distancing is difficult to maintain. We anticipate this would be considered in end of life situations and will be reviewing our current guidance and risk assessments to reflect that.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020</p>
Signature and Date: Simon Stevens 20/03/2020	

## DERBYSHIRE COUNTY COUNCIL

## OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Simon Stevens	Service: Adult Social Care
Delegated Power Being Exercised: Significant management decisions which could have an adverse or controversial impact on the delivery of services or achievement of agreed targets	
Day Care - Temporary Closure / cessation of Service	
Subject of Decision: (i.e. services affected)	Service closure – Older Adults Day Centres
Is this a review of a decision? If so, what was the date of the original decision?	Yes, original decision was taken on 20/03/2020
Key decision? If so have Democratic Services been notified?	Yes – it will be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county area.
Decision Taken (specify precise details, including the period over which the decision will be in place and when it will be (further) reviewed):	<p>Closure of Older Adults Day Centres with effect from 5pm on 20/03/2020. Cessation of service delivery for people aged over 70 in LD Day Services with effect from 5pm on 20/03/2020</p> <p><b>Review process</b> Decision is subject to a minimum of fortnightly review by SMT and Cabinet Member, being reported to Cabinet Member on a fortnightly basis.</p>
Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy and anticipated impact of the decision) Where the decision is subject to statutory guidance please state how this has been taken into consideration.	<p>Government and PHE advice in relation to reducing the risk of infection spread in relation to COVID-19 states that those over 70 should self-isolate and from 4 July should seek to minimise contact with people from other households.</p> <p>As the vast majority of users of our older adult's day centres are over 70 years old it is not possible to continue to operate those services as individuals self-isolate to adhere with social distancing requirements.</p> <p>Although there are small numbers of people aged under 70 attending the centres they are also likely to fall into the category of having an underlying</p>

	<p>'high risk' health condition that means they are advised to strongly adhere to social distancing guidelines and reduce contact with others outside of their household.</p> <p>To support the Government guidance for people aged 70 and over to self-isolate and maintain social distancing it is appropriate that our day centres for older adults remain closed and we avoid bringing groups of six or more people together in a closed environment.</p> <p>Similarly we need to cease the attendance for those aged over 70 attending out learning disability day services so that we can follow Government guidance and protect those individuals, other service users and staff from increased risk.</p> <p>From 4 July onwards it is considered appropriate to maintain this position as individuals are advised to limit contact with other people and social distancing measures need to be maintained.</p>
<p>Alternative Options Considered (if appropriate) and reasons for rejection of other options</p>	<p>All individuals have been assessed in relation to ongoing alternative support to enable them to manage without their day centre service. Monitoring of the wellbeing of individuals will also be undertaken during the closure period. Additional support is being offered to Carers where appropriate.</p> <p>From 4 July onwards consideration is being given to linking in with local community activity created by the Community Response Hub, technology solutions and outdoor activities as alternative forms of provision for individuals where this is appropriate.</p>
<p>Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated</p>	<p>Individual risk assessments have been undertaken in relation to this decision and concerns relating to long term planning, carer support, carer breakdown, provision of emergency respite if appropriate and alternative arrangements are being considered.</p>

	<p>These risk assessments are being reviewed on a regular basis to check that they remain appropriate in line with national guidance and consideration of the range of support available as lockdown measures are eased.</p>
<p>Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate the decision</p>	<p>Yes, it would have been subject to consultation with service users. Consultation did not take place due to national advice being issued from the Government regarding the COVID-19 pandemic response which stated that vulnerable groups needed to undertake social distancing to protect their health and wellbeing. Therefore, an urgent decision needed to be taken.</p>
<p>Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?</p>	<p>An Equality Impact Analysis has been undertaken and identified that the decision will have had an impact on both older people and their families and carers. This EIA was completed on 30 June and is being kept under review.</p> <p>The temporary suspension of the service, and the ongoing assessment of older people's care packages brings with it the potential for further risks to those who were attending the service. However, this risk needs to balance with the risk of infection from COVID-19 and adherence to national guidelines.</p> <p>Mitigations have been put in place through the regular reviews, and where appropriate care packages have been adjusted to accommodate the temporary closure of the building-based day services. The Community Response Unit, established by the County Council and a range of voluntary organisations and local businesses, has also been established to make sure vulnerable residents are supported through the coronavirus outbreak. A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</p>

	<p>Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</p> <p>The Council continues to review the access restrictions imposed on all its buildings in line with national guidance concerning social distancing and self-isolation requirements for vulnerable people.</p>
<p>Background/Reports/Information considered and attached (including Legal, HR, Financial and other considerations as required))</p>	<p>Staff have been temporarily redeployed to support other service areas responding to the COVID-19 pressures</p> <p><b>Feedback in relation to original Officer decision</b></p> <p><b>Legal</b> Decision is not time limited, if the issue persists in the longer term then report would be beneficial to highlight longer term strategy to manage the needs of the affected cohort.</p> <p>Response: Two week review process is now in place and captured on RODR pro forma</p> <p>ODR indicates that individual assessments are to be undertaken to ensure affected person receive the support necessary – update and assurance could be given in the report to confirm timescales and outcomes for these assessments</p> <p>Response: This will be detailed in Cabinet report and RODR document, but reviews have taken place and are being actively reviewed by P&amp;P teams every two weeks. If appropriate following an initial RAG rated assessment social work teams are contacting some individuals on a daily basis to check there is no significant change in their circumstances that may require consideration and mitigation.</p>

	<p><b>Principal Social Worker</b> The Principal Social Worker has been engaged and consulted with this decision. The Principal Social Worker is satisfied that this decision has been made with due regard for the Department of Health and Social Care Ethical Framework. Whilst this decision was informed by the Government's guidance about social distancing, full consideration has been given to contingency discussions and planning for alternative support evidenced by the statements:</p> <p>'All individuals will be assessed as to whether they require ongoing alternative support to enable them to manage without their day centre service and this will be provided.'</p> <p>'Monitoring of the wellbeing of individuals will also be undertaken during the closure period.'</p> <p>Co-funding contributions will be suspended for people whose only service is day care, but will continue for people who access other community-based services.</p> <p><b>Finance</b> It is estimated that the department will lose approximately £2,800 per week in co-funding contributions. This loss of income will be met from the COVID-19 Emergency Grant.</p> <p><b>Human Resources</b> Staff will be temporarily redeployed to support other service areas responding to the COVID-19 pressures.</p>
<p>Consultation with relevant Cabinet Member (s) – please note this is obligatory.</p>	<p>Discussion with Cllr Jean Wharmby on 19/03/2020 Consultation with Cllr Wharmby on Review 19/05/2020 Consultation with Cllr Wharmby on Review 27/05/2020 Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u>, <u>25/06/2020</u>, <u>09/07/2020</u>, <u>24/07/2020</u> and <u>06/08/2020</u>.</p>



	<u>03/09/2020, 17/09/2020, 01/10/2020, 15/10/2020, 29/10/2020, 12/11/20, 26/11/20</u>
Decision:	<p>Agreed  <b>Review agreed by CMT 07/04/2020 and SMT 08/04/2020</b></p> <p><b>Review by SMT 22/04/2020, 06/05/2020, 21/05/2020:</b>  It is considered necessary to keep the closure of day centre provision in place due to ongoing social distancing requirements in line with national Government guidance. Clients who would normally attend a day centre have had their care package reviewed and it is continuing to be reviewed on a minimum of a fortnightly basis to check that no additional support is required as an alternative to the support which would have normally been received via attendance at a day centre. Derbyshire Carers Association is also offering support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</p> <p><b>Review by SMT 04/06/2020, 11/06/2020, 18/06/2020:</b>  It is considered necessary to keep the closure of day centre provision in place due to ongoing social distancing requirements in line with national Government guidance that prohibits people from meeting indoors in large groups. Clients who would normally attend a day centre have had their care package reviewed and it is continuing to be reviewed on a minimum of a fortnightly basis to check that no additional support is required as an alternative to the support which would have normally been received via attendance at a day centre. Derbyshire Carers Association is also offering support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</p> <p>Officers are actively scoping options to see whether individuals who would normally attend a</p>

	<p>day centre can be offered alternative provision which would involve activities based outdoors in line with current social distancing requirements. This needs to be considered on a case by case basis in order to take into account a range of factors specific to an individual that may dictate whether this is feasible as individuals in the shielded group have greater restrictions still in place.</p> <p><b>Review by SMT 02/07/2020:</b> It is considered necessary to keep the closure of day centre provision in place due to ongoing social distancing requirements in line with national Government guidance that prohibits people from meeting indoors in large groups.</p> <p>Ongoing work is to consider how these services are re-opened safely and consideration is required in several areas. It will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic.</p> <p>Social distancing, even if relaxed, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services.</p> <p>Many of the buildings used as day centres have not been designed with this in mind, as historically the ethos of the offer is the facilitation of group activity for older people to reduce isolation and increase companionship.</p> <p>Detailed risk assessments are required to ensure measures can be put in place to safeguard those who attend, staff and informal carers. The services will not be able to support the same number of people and given the vulnerability of those who attend additional precautions will need to be taken.</p> <p>Consideration is being given to linking in with local community activity created by the Community</p>
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	<p>Response Hub, technology solutions and outdoor activities as alternative forms of provision for individuals where this is appropriate.</p> <p><b>Review by SMT 16/07/2020:</b> following ongoing work by officers the current position is that building-based day services will remain closed due to the national government guidance advised against gatherings in indoor spaces unless appropriate social distancing can be maintained and limiting contact with people from outside a household.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults, and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> </ul> <p>Ongoing work is to consider how these services are re-opened safely and consideration is required in several areas. It will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic.</p> <p><b>Review by SMT 30/07/2020:</b> The latest review notes that a steering group is continuing to develop a plan for the re-opening of day centres. Initial work has included a desktop-based risk assessment and ranking of establishments to identify which could potentially open as part of a phased-approach; and working with voluntary sector providers to share learning around their experiences of safe re-opening.</p> <p>Whilst this work is ongoing the current position is that building-based day services will remain</p>
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	<p>closed due to the national government guidance advised against gatherings in indoor spaces unless appropriate social distancing can be maintained and limiting contact with people from outside a household.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults , and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> <li>• A working group has been developed including providers in the private, voluntary and independent sector to map out a process which will explore and establish the options for ongoing safe provision of service.</li> </ul> <p><b>Review by SMT 12/08/2020:</b> noted that a steering group is continuing to develop a plan for the re-opening of day centres. A phased approach is being considered, with site visits being planned to examine further issues relating to safe use of the buildings, and storage of cleaning equipment. A comms plan is also being developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group continues to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening.</p> <p>Whilst this work is ongoing the current position is that building-based day services will remain closed due to the national government guidance advised against gatherings in indoor spaces unless appropriate social distancing can be</p>
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	<p>maintained and limiting contact with people from outside a household.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults, and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> <li>• A working group has been developed including providers in the private, voluntary and independent sector to map out a process which will explore and establish the options for ongoing safe provision of service.</li> </ul> <p>Social distancing, even if relaxed, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services.</p> <p>Many of the buildings used as day centres have not been designed with this in mind, as historically the ethos of the offer is the facilitation of group activity for older people to reduce isolation and increase companionship.</p> <p>Detailed risk assessments are required to ensure measures can be put in place to safeguard those who attend, staff and informal carers.</p> <p>The services will not be able to support the same number of people and given the vulnerability of those who attend additional precautions will need to be taken.</p>
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	<p><b>Review by SMT on week beginning 24 August 2020 notes that</b> a steering group is continuing to develop a plan for the re-opening of day centres. A phased approach is being considered, with site visits being planned to examine further issues relating to safe use of the buildings, and storage of cleaning equipment. A comms plan is also being developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group continues to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening.</p> <p>Whilst this work is ongoing the current position is that the majority of building-based day services will remain closed due to the national government guidance advised against gatherings in indoor spaces unless appropriate social distancing can be maintained and limiting contact with people from outside a household. However, options are being explored with the potential of opening three-day service buildings for Older Adults and three day service buildings for people with a Learning Disability across the County. The aim if possible is to open these by 4 October 2020. Taking into consideration government guidance regarding distancing and gatherings within indoor spaces, this plan will allow for 35% capacity to run. Adult Social Care is working very closely with the private, voluntary and independent sector to establish what an offer of community outreach could look like for those who are unable to be accommodated within the building-based capacity. The following mitigations have been put in place since the original decision to close building-based services was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults, and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> <li>• A working group has been developed including providers in the private, voluntary and independent sector to map out a process which will explore and establish the options for ongoing safe provision of service.</li> <li>• A hub has now been created with the aim of assisting the development of plans to maximise our offer of support taking into account the restrictions and guidance still in place. Once plans are finalised staff can be redeployed effectively.</li> </ul> <p>Social distancing, even if relaxed, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services.</p> <p>Many of the buildings used as day centres have not been designed, as historically the ethos of the offer is the facilitation of group activity for older people to reduce isolation and increase companionship.</p> <p>Detailed risk assessments are required to ensure measures can be put in place to safeguard those who attend, staff and informal carers.</p> <p>The services will not be able to support the same number of people and given the vulnerability of those who attend additional precautions will need to be taken.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team on 10 September 2020.</p> <p><b>Review by SMT on week beginning 7 September 2020 notes that a steering group is</b></p>
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	<p>continuing to develop a plan for the re-opening of day centres.</p> <p>Social distancing, even with the current relaxations, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services.</p> <p>Many of the buildings used as day centres have not been designed, with this in mind, as historically the ethos of the offer is the facilitation of group activity for older people to reduce isolation and increase companionship.</p> <p>A phased approach is being considered, with site visits being planned to examine further issues relating to safe use of the buildings, and storage of cleaning equipment.</p> <p>A communication plan is also being developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group continues to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening.</p> <p>Options are being explored with the potential of opening three-day service buildings for Older Adults The aim, if possible, is to open these by early October 2020. Taking into consideration government guidance regarding distancing and gatherings within indoor spaces, this plan will allow for approximately a 35% capacity. Work is now underway to explore who should access this capacity and the co-dependency of transport arrangements. We are going to write to all people and / or their family/ carers who accessed this service historically to explain this work with the letters arriving with people during week of 7 September 2020.</p>
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	<p>The following mitigations have been put in place since the original decision to close building-based services was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults, and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.</p> <p><b>Review by SMT on week beginning 21 September 2020 notes</b> that a steering group is continuing to develop a plan for the re-opening of day centres. Currently work is underway in order to get day services open as soon as is safely possible to do so. The aim is to open three by the beginning of November with the rest following shortly after. This is of course subject to any local changes due to the ongoing pandemic.</p> <p>Social distancing, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services.</p> <p>Many of the buildings used as day centres have not been designed, with this in mind, as historically the ethos of the offer is the facilitation of group activity for older people to reduce isolation and increase companionship.</p> <p>A phased approach is being considered, with site visits being planned to examine further issues</p>
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	<p>relating to safe use of the buildings, and storage of cleaning equipment.</p> <p>A communication plan is also being developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group will continue to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening if and when this is permitted and safe to do so.</p> <p>Taking into consideration government guidance regarding distancing and gatherings within indoor spaces, the plan being explored would allow for approximately a 35% capacity. Work is now underway to explore who should access this capacity and the co-dependency of transport arrangements.</p> <p>Communications planned to be published week of 7 September 2020, including letters, had been paused whilst clarification was sought on the implementation of the new Laws arising from the introduction of the 'rule of six', which we now know day services are exempt from.</p> <p>The following mitigations have been put in place since the original decision to close building-based services was approved, including:</p> <ul style="list-style-type: none"><li>• Regular review of older adults, and where appropriate care packages have been adjusted</li><li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li><li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carer's emergency plans are being offered.</li></ul>
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	<p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.</p> <p><b>Review by SMT on week beginning 05 October 2020 notes that</b></p> <p>Three day centres are being considered in the first phase.</p> <p>Property Services and Health and Safety are working towards the buildings being “Covid” compliant by October, but it is likely to be some weeks after that before we can safely have people using the facilities. This is especially important as we know that many people that we support within day services are very vulnerable, live with vulnerable carers and are often unable to comply with many of the other requirements that are being used to ensure social distancing and infection control. For example; staying 2 metres apart, wearing face masks, queuing, waiting outside a room or building and covering a cough or sneeze.</p> <p>Ensuring the buildings are COVID -19 compliant is only one aspect. Detailed risk assessments are being compiled which include the following examples; the recognition of regular cleaning regimes such as surfaces and toilets and the need to train staff to complete this, the creation of individual activity boxes, the creation of groups of staff to create “bubbles”, ensuring staff are able to change from outdoor clothing into clothing just to be worn within the centre and laundry of this clothing.</p> <p>The work we have done to prepare for this has revealed that; due to safety measures, there will be a significant impact on the capacity of each centre which is currently looking like only 35% of people who attended historically will be able to attend on any one day. We are also exploring transport which has also seen a significant reduction in capacity, requires cleaning and has interdependencies with ensuring children and young people with disabilities are able to attend school.</p>
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	<p>A communication plan has been developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group will continue to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening if and when this is permitted and safe to do so.</p> <p>Letters were sent out on Monday 28 September 2020 to people who use day services and their carers stating our plan to re-open 3-day service facilities across the county at Queen's Court in Buxton; Shirevale in Shirebrook; and Ambervale in Heanor. A prioritisation exercise will commence week beginning 05 October 2020.</p> <p>The following mitigations have been put in place since the original decision to close building-based services was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of older adults, and where appropriate care packages have been adjusted</li> <li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carer's emergency plans are being offered.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020 and will take account of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.</p> <p><b>Review by SMT 19 October 2020 notes that:</b> a steering group is continuing to develop a plan for the re-opening of day centres. This review has account of the recently published Adult Social Care: COVID Winter Plan 2020- 2021.</p>
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	<p>Three-day centres are being considered in the first phase. Property Services and Health and Safety are working towards the buildings being “Covid” compliant by October, but it is likely to be some weeks after that before we can safely have people using the facilities. This is especially important as we know that many people that we support within day services are very vulnerable, live with vulnerable carers and are often unable to comply with many of the other requirements that are being used to ensure social distancing and infection control. For example; staying 2 metres apart, wearing face masks, queuing, waiting outside a room or building and covering a cough or sneeze.</p> <p>Ensuring the buildings are COVID -19 compliant is only one aspect. Detailed risk assessments are being compiled which include the following examples ; the recognition of regular cleaning regimes such as surfaces and toilets and the need to train staff to complete this, the creation of individual activity boxes, the creation of groups of staff to create “bubbles”, ensuring staff are able to change from outdoor clothing into clothing just to be worn within the centre and laundry of this clothing.</p> <p>The work we have done to prepare for this has revealed that; due to safety measures, there will be a significant impact on the capacity of each centre which is currently looking like only 35% of people who attended historically will be able to attend on any one day. We are also exploring transport which has also seen a significant reduction in capacity, requires cleaning and has interdependencies with ensuring children and young people with disabilities are able to attend school.</p> <p>A communication plan has been developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group will continue to work with representatives from voluntary sector providers to share learning around their</p>
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	<p>experiences of safe re-opening and to ensure capacity across Derbyshire.</p> <p>Letters were sent out on Monday 28 September 2020 to people who use day services and their carers stating our plan to re-open 3-day service facilities across the county at Queen's Court in Buxton; Shirevale in Shirebrook; and Ambervale in Heanor. A prioritisation exercise has commenced and will be completed by the end of October.</p> <p>Queen's Court and Shirevale have both been signed off as COVID -19 secure with Ambervale requiring one further risk assessment due to the day centre being a component of the residential unit. However, exploration is now needed to explore the impact of Tier 2 and Tier 3 local restrictions on these arrangements.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 2 November</p> <p><b>Review by SMT week beginning 02 November 2020 notes that</b></p> <p>A prioritisation exercise has commenced and is now completed in several areas. Plans are in place to re-open Queen's Court and Shirevale by mid-November.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.</p> <p><b>Review by SMT week beginning 16 November 2020 notes that</b> a steering group has continued to develop a plan for the re-opening of day centres. This review has taken account of the recently published Adult Social Care: COVID Winter Plan 2020- 2021.</p> <p>Three-day centres are being considered in the first phase. Queen's Court; Shirevale and Ambervale which have been signed off as COVID -19 secure. Work is underway to also open Jubilee which operates in conjunction with Queens Court as 1</p>
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	<p>service over 2 locations to account for the rurality in the north of the County.</p> <p>Ensuring the buildings are COVID -19 compliant is only one aspect. Detailed risk assessments are being compiled which include the following examples; the recognition of regular cleaning regimes such as surfaces and toilets and the need to train staff to complete this, the creation of individual activity boxes, the creation of groups of staff to create “bubbles”, ensuring staff are able to change from outdoor clothing into clothing just to be worn within the centre and laundry of this clothing.</p> <p>The work we have done to prepare for this has revealed that; due to safety measures, there will be a significant impact on the capacity of each centre which is currently looking like only 35% of people who attended historically will be able to attend on any one day. However recent Government guidance now only allows for 15 people at any one time, exclusive of staff. We are also exploring transport which has also seen a significant reduction in capacity. With transport there are also now additional rigorous cleaning regimes which must be in place for infection control. There are also interdependencies with ensuring children and young people with disabilities can attend school.</p> <p>A communication plan has been developed to ensure people who had been accessing services and/or their family / carer(s) are kept informed of this work. The steering group continues to work with representatives from voluntary sector providers to share learning around their experiences of safe re-opening and to ensure capacity across Derbyshire. It may be possible to access private and voluntary sector provision if after the prioritisation exercise; there is an indication that there are more individuals who are deemed to be at the highest priority need to re-access a service than what restrictions allow to be provided for in-house.</p>
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	<p>Letters were sent out on Monday 28 September 2020 to people who use day services and their carers stating our plan to re-open 3-day service facilities across the county at Queen's Court in Buxton; Shirevale in Shirebrook; and Ambervale in Heanor. A prioritisation exercise has commenced and is due to be completed week beginning 09 November 2020. Plans are in place to aim for opening the above 3 services with the addition of Jubilee in the High Peak during November 2020.</p> <p>Based on advice from our legal services; by opening the above day services to small groups of people; we are following Regulation 11(9) of <b><i>The Health Protection (Coronavirus, Restrictions) (England)(No. 4) Regulations 2020</i></b>, which enables the continuation of day care as a permitted exception to an indoor gathering: <a href="https://www.legislation.gov.uk/ukSI/2020/1200/pdfs/ukSI_20201200_en.pdf">https://www.legislation.gov.uk/ukSI/2020/1200/pdfs/ukSI_20201200_en.pdf</a></p> <p>We are discussing with all who attend that have health conditions which mean they are clinically vulnerable and clinically extremely vulnerable; that whilst it is perfectly lawful for DCC to run the service and for them to leave their homes to attend, there remains increased risks to them should they contract Covid 19 and Government Guidance is for them to minimise contacts with others.</p> <p>Consequently, we are reminding them of the risks and the judgment that they must make whether to continue to attend the service or not.</p> <p>Given several people who attend our day services may not have the capacity to make this decision, Mental Capacity Assessments are being completed and Best Interest Decisions made. Additional risk assessments will also be completed for those who are either Clinically vulnerable or extremely clinically vulnerable that wish to attend. For those who choose not to attend, or it is deemed not in their best interests to attend; their place will be held for this period of time.</p>
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	<p>The following mitigations have been put in place since the original decision to close building-based services was approved, including:</p> <ul style="list-style-type: none"><li>• Regular review of older adults, and where appropriate care packages have been adjusted</li><li>• A small number of older adults who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li><li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carer's emergency plans are being offered.</li></ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Signature and Date: Simon Stevens 20/03/2020	

## DERBYSHIRE COUNTY COUNCIL

## OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Simon Stevens	Service: Adult Social Care
Delegated Power Being Exercised: Significant management decisions which could have an adverse or controversial impact on the delivery of services or achievement of agreed targets	
Day Care - Temporary Closure / cessation of Service	
Subject of Decision: (i.e. services affected)	Service closure – Learning Disability Day Services
Is this a review of a decision? If so, what was the date of the original decision?	Yes, original decision date was 23/03/2020.
Key decision? If so have Democratic Services been notified?	Yes – it will be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county area.
Decision Taken (specify precise details, including the period over which the decision will be in place and when it will be (further) reviewed):	<p>Closure of building based Day Centres for people with a Learning Disability with effect from 5pm on 23/03/2020.</p> <p>This will mean the closure of DCC run day centres for people with a day service and advice to PVI services that operate in large groups using a building base to close.</p> <p>Other PVI day services that operate in small groups outside and through one to one activity with personal assistance are not at this time being advised to close.</p> <p><b>Review process</b> Decision is subject to a minimum of fortnightly review by SMT and Cabinet Member, being reported to Cabinet Member on a fortnightly basis.</p>
Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council	In order to adhere to Government guidance, we need to close our day centres for people with a learning disability and avoid bringing groups of people together in a closed indoor environment where social distancing may not be able to be effectively maintained.

<p>policy and anticipated impact of the decision) Where the decision is subject to statutory guidance please state how this has been taken into consideration.</p>	
<p>Alternative Options Considered (if appropriate) and reasons for rejection of other options</p>	<p>At the start of lockdown, we tried to deliver the service using opportunities to do this in a way that enable social distancing, but this has not proven sustainable.</p> <p>All individuals have been assessed as to whether they require ongoing alternative support to enable them to manage without their day centre service and this will be provided.</p> <p>Monitoring of the wellbeing of individuals will also be undertaken during the closure period.</p> <p>From the 17 April, it was agreed that the limited operation of two day centres would take place to support people with complex needs has been considered and approved as appropriate risk mitigation to prevent placement breakdown and reduce the probability of hospital admission.</p> <p>As lockdown measures are eased from 4 July onwards, the following measures are being considered as alternatives if appropriate for the individual.</p> <ul style="list-style-type: none"> <li>• digitally</li> <li>• phone calls to Service users or there their carers</li> <li>• Activity packs to do at home</li> <li>• Shopping</li> <li>• Newsletters, Support letters and photographs</li> <li>• Some farms were offering and delivering food packs to service user's doors and into the local community.</li> </ul> <p>Some private, voluntary and independent sector services have continued to provide alternative provision to support families and carers.</p>

<p>Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated</p>	<p>Individual risk assessments have been undertaken in relation to this decision and concerns relating to long term planning, carer support, carer breakdown, provision of emergency respite if appropriate and alternative arrangements are being considered.</p> <p>These risk assessments are being reviewed on a regular basis to check that they remain appropriate in line with national guidance and consideration of the range of support available as lockdown measures are eased.</p>
<p>Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate the decision</p>	<p>Yes, it would have been subject to consultation with people who access DCC day service provision. Consultation did not take place due to national advice being issued from the Government regarding the COVID-19 pandemic response which stated that vulnerable groups needed to undertake social distancing to protect their health and wellbeing. Therefore, an urgent decision needed to be taken.</p> <p>From 4 July as lockdown measures eased, the intention within Derbyshire is to co-produce “a new offer” with those who have historically used day services/ day activities and their families/ carers, recognising that fewer people will be able to attend a building-based offer on a daily basis and this should be reserved for those most at risk of carer breakdown and those with the highest level of need.</p>

<p>Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?</p>	<p>The original decision was taken in response to guidance published by the Department for Health and Social Care concerning the high-risk groups of people who should self-isolate for 12 weeks, and the adhere to the 2-metre social distancing.</p> <p>The decision will have had an impact on both people with a learning disability and their families and carers. The temporary suspension of the service, and the ongoing assessment of people's care packages brings with it the potential for further risks to those who were attending the service. However, this risk needs to balance with the risk of infection from COVID 19 and adherence to national guidelines.</p> <p>Mitigations have been put in place through the regular reviews, and where appropriate care packages have been adjusted to accommodate the temporary closure of the building-based day services. A temporary day service is being provided by the Council for some people living with complex learning disabilities where it was felt appropriate to continue to provide that service. This has been done in accordance with Government guidelines concerning social distancing, use of PPE and infection control measures.</p> <p>An EIA was completed on 30 June and is being kept under review.</p> <p>The Community Response Unit, a partnership between the County Council and a range of voluntary organisations and local businesses, has been established to make sure vulnerable residents are supported through the coronavirus outbreak. A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.</p> <p>Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre</p>
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	<p>provision being closed and carers emergency plans are being offered.</p> <p>Whilst the Council continues to review the access restrictions imposed on all its buildings, in line with national guidance concerning social distancing and self-isolation requirements for vulnerable people, it is not expected that building-based services will be returning as previously provided prior to COVID-19.</p> <p>A programme group has been formed to look at options for the future delivery of these services and these will be co-produced with people with a learning disability and will report back to Cabinet with a position that will update/ override this ODR and put longer term arrangements in place.</p>
<p>Background/Reports/Information considered and attached (including Legal, HR, Financial and other considerations as required))</p>	<p><b>Feedback in relation to original Officer decision</b></p> <p><b>Principal Social Worker</b> The Principal Social Worker has been engaged and consulted with this decision. The Principal Social Worker is satisfied that this decision has been made with due regard for the Department of Health and Social Care Ethical Framework. Whilst this decision was informed by the Government's guidance about social distancing, full consideration has been given to contingency discussions and planning for alternative support evidenced by the statements:</p> <p>'All individuals will be assessed as to whether they require ongoing alternative support to enable them to manage without their day centre service and this will be provided.'</p> <p>'Monitoring of the wellbeing of individuals will also be undertaken during the closure period.'</p> <p>Co-funding contributions will be suspended for people whose only service is day care, but will continue for people who access other community-based services.</p>

	<p><b>Finance</b> It is estimated that the department will lose approximately £5,000 per week in client contributions. This loss of income will be met from the COVID-19 emergency grant.</p> <p><b>Human Resources</b> Staff will be temporarily redeployed to support other service areas responding to the COVID-19 pressures.</p> <p><b>Legal</b> The Council has powers in accordance with s1-6 of the Localism Act 2011 to do that which will be to the 'benefit of the authority, its area or persons resident or present in its area'. The proposed benefit of this action is to support the reduction in COVID-19 infections and reduce the transmission of the virus. Due to the timescales involved it has not been possible to consult affected persons but arrangements have been put in place to assess those current service users who will be impacted by the decision and to ensure that they are provided with alternate support should this be required. An evaluation of the risks of this course of action and the mitigation of these risks and an EIA are being undertaken.</p> <p>The decision is a proportionate and reasonable response to COVID-19 risks. The suspension of this service type, in isolation, where other services will continue on a business as usual basis is possible applying flexibilities under the Care Act 2014. It represents a Stage 2 decision as set out within the Care Act easements: Guidance for local authorities</p>
<p>Consultation with relevant Cabinet Member (s) – please note this is obligatory.</p>	<p>Discussion between Helen Jones and Cllr Jean Wharmby on 23/03/2020          Consultation with Cllr Wharmby on Review 19/05/2020          Consultation with Cllr Wharmby on Review 27/05/2020          Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u>, <u>25/06/2020</u>, <u>09/07/2020</u>, <u>24/07/2020</u> and <u>06/08/2020</u> .</p>

	<p><u>03/09/2020, 17/09/2020, 01/10/2020, 15/10/2020, 12/11/20, 26/11/20</u></p>
Decision:	<p>Agreed by CMT 23/03/2020</p> <p>Review agreed by CMT 07/04/2020 and SMT 08/04/2020</p> <p><b>Review by SMT 17/04/2020</b> proposal to utilise two learning disability day service buildings during COVID-19 outbreak was agreed.</p> <p><b>Review by SMT 22/04/2020, 21/05/2020, 06/05/2020, 04/06/2020, 11/06/2020, 18/06/2020:</b> It is considered necessary to keep the closure of day centre provision in place due to ongoing social distancing requirements in line with national Government guidance. Clients who would normally attend a day centre have had their care package reviewed and it is continuing to be reviewed on a minimum of a fortnightly basis to check that no additional support is required as an alternative to the support which would have normally been received via attendance at a day centre.</p> <p>Derbyshire Carers Association is also offering support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</p> <p>For clients with a complex learning disability, where appropriate, individual arrangements have been put in place to ensure there is an alternative day service provision and this is in place to prevent placement breakdown or avoid hospital admission.</p> <p><b>Review by SMT 02/07/2020:</b> it is considered necessary to keep the closure of day centre provision in place.</p> <p>Everyone who attended a day service has been assessed, contingency plans put into place, with these being reviewed on a two-weekly basis to ensure social care need is being met. A very small</p>



number of adults with learning disability have continued to access some building-based support to prevent family breakdown. This has been complex to manage and has required significant risk assessments to be in place.

Some private, voluntary and independent sector services have continued to provide alternative provision to support families and carers.

A variety of the alternative support being delivered is:

- digitally
- phone calls to Service users or there their carers
- Activity packs to do at home
- Shopping
- Newsletters, Support letters and photographs
- Some farms were offering and delivering food packs to service user's doors and into the local community.

Ongoing work is to consider how these services are re-opened safely and consideration is required in several areas. It will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic. Social distancing, even if relaxed, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services. Many of the buildings used as day centres have not been designed with this in mind. Detailed risk assessments are required to ensure measures can be put in place to safeguard those who attend, staff and informal carers. Transport provision to support people to get to a day centre also needs to be considered in line with social distancing requirements and this may mean there is reduced capacity.

The intention with Derbyshire is to co-produce “a new offer” with those who have historically used day services/ day activities and their families/ carers, recognising that fewer people will be able to attend a building-based offer on a daily basis

and this should be reserved for those most at risk of carer breakdown and those with the highest level of need.

**Review by SMT 16/07/2020:** Following ongoing work by officers the current position is that learning disability day services will remain closed. A working group has been formed to look at options for the future delivery of these services and these will be co-produced with people with a learning disability and reported on at an appropriate time. This group is actively reviewing Government guidance, including that issued from 4 July to consider how these services can be re-opened safely and consideration is required in several areas. It will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic. Social distancing, even if relaxed, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people who attend these services. Many of the buildings used as day centres have not been designed with this in mind. Detailed risk assessments are required to ensure measures can be put in place to safeguard those who attend, staff and informal carers. Transport provision to support people to get to a day centre also needs to be considered in line with social distancing requirements and this may mean there is reduced capacity. Several factors are being explored these have been raised nationally through the Association of Directors for Adult Social Services (ADASS). This includes testing, use of face masks, the ability to manage with dignity, social distancing for people who lack capacity to understand the need and requirement for this. The experience of the attendee and their family/ carer to ensure that this remains a positive experience

The intention within Derbyshire is to co-produce “a new offer” with those who have historically used day services/ day activities and their families/ carers, recognising that fewer people will be able to attend a building-based offer on a daily basis

and this should be reserved for those most at risk of carer breakdown and those with the highest level of need. People with Learning Disability and their carers will shortly be receiving letters communicating this approach.

The following mitigations have been put in place since the original decision was approved, including:

- Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted
- Parkwood Centre in Alfreton has been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so.
- A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.

**Review by SMT 30/07/2020:** The latest review on 30 July 2020 notes that a 'hub' of staff is being created to explore specifically the safest and most practicable way of starting to deliver a service again. Training in upskilling staff in order to do so is currently being developed. following ongoing work by officers the current position is that learning disability day services will remain closed. A working group has been formed to look at options for the future delivery of these services and these will be co-produced with people with a learning disability and reported on at an appropriate time. It will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic. Social distancing, even if relaxed, will remain a feature within the Country for some time and infection control measures will be required to reduce risk of exposure to COVID – 19 for people

who attend these services. Many of the buildings used as day centres have not been designed with this in mind. Detailed risk assessments are required to ensure measures can be put in place to safeguard those who attend, staff and informal carers. Transport provision to support people to get to a day centre also needs to be considered in line with social distancing requirements and this may mean there is reduced capacity.

The following mitigations have been put in place since the original decision was approved, including:

- Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted
- Parkwood Centre in Alfreton has been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so.
- A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.

The next review of this decision will take place by Adult Care Senior Management Team on 13 August 2020.

**Review by SMT 12/08/2020:** The latest review on 13 August 2020 notes that the working group has continued to work on options for the future of these services. A 'hub' of staff will be established on the 17 August to co-produce the new offer with people with learning disability, their families and carers. Many of the buildings used as day centres have not been designed with this in mind.

Detailed risk assessments have now been completed recognising it will not be possible for all

services to resume at the same time or at the same levels of attendance as pre-pandemic. Social distancing, even if relaxed, will remain a feature within the Country for some time which indicate building based occupancy will need to reduce to approximately 35%. A phased approach is being considered, with site visits being planned to examine further issues relating to safe use of the buildings, and storage of cleaning equipment

Transport provision to support people to get to a day centre also needs to be considered in line with social distancing requirements and this may mean there is reduced capacity.

The following mitigations have been put in place since the original decision was approved, including:

- Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted
- Parkwood Centre in Alfreton has been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate guidelines about use of PPE).
- A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.

The next review of this decision will take place by Adult Care Senior Management Team on 27 August 2020.

**Review by SMT on 27/08/2020 notes that the working group has continued to explore options for the future of these services. A temporary 'hub' of**

	<p>staff was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers.</p> <p>Detailed risk assessments have now been completed recognising it will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic. Many of the buildings used as day centres have not been designed with social distancing in mind. Social distancing, even if relaxed, will remain a feature within the Country for some time which indicate building-based occupancy will need to reduce to approximately 35%. A phased approach is being considered, with site visits being planned to examine further issues relating to safe use of the buildings, and storage of cleaning equipment. Options are being explored with the potential of opening three day service buildings for people with a Learning Disability across the County. The aim if possible is to open these by 4 October 2020. Taking into consideration government guidance regarding distancing and gatherings within indoor spaces, this plan will allow for 35% capacity to run.</p> <p>Transport provision to support people to get to a day centre also needs to be considered in line with social distancing requirements and this may mean there is reduced capacity.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted.</li> <li>• The Parkwood Centre in Alfreton, Whitemoor in Belper and the Outlook Centre in Long Eaton have been providing very limited emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate</li> </ul>
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guidelines about use of PPE). In the North East, Carter Lane has been used by two people to prevent crisis and a breakdown of the care at home. In the High Peak two people again have been supported within the Alderbrook building in order to prevent crisis.

- A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.
- Day centre staff have either supported outreach work or have been redeployed to Older Adults residential establishments.

The next review of this decision will take place by Adult Care Senior Management Team on 10 September 2020.

#### **Review by SMT on week beginning 7**

**September 2020 notes** that the working group has continued to explore options for the future of these services. A temporary 'hub' of practitioners was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers.

Detailed risk assessments have now been completed recognising it will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic.

Many of the buildings used as day centres have not been designed with social distancing in mind. Social distancing, even with the current relaxation, will remain a feature within the Country for some time which indicate building.

Options are now being explored with the potential of opening three-day service buildings for people with a Learning Disability across the County. The

aim if possible is to open these by early October 2020. Taking into consideration government guidance regarding distancing and gatherings within indoor spaces, this plan will allow for approximately a 35% capacity. Work is now underway to explore who should access this capacity, the activities to be offered and the co-dependency of transport arrangements. Consideration is being given as to how we can use our existing day services to provide non-building based, activities in local communities for those unable to attending day centres.

The following mitigations have been put in place since the original decision was approved, including:

- Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted.
- The Parkwood Centre in Alfreton, Whitemoor in Belper and the Outlook Centre in Long Eaton have been providing very limited emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate guidelines about use of PPE). In the North East, Carter Lane has been used by two people to prevent crisis and a breakdown of the care at home. In the High Peak two people again have been supported within the Alderbrook building in order to prevent crisis.
- A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.



	<ul style="list-style-type: none"> <li>• Day centre staff have either supported outreach work or have been redeployed to Older Adults residential establishments.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.</p> <p><b>Review by SMT on week beginning 21 September 2020 notes</b> that a working group has continued to explore options for the future of these services. A temporary ‘hub’ of practitioners was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers.</p> <p>Detailed risk assessments have now been completed recognising it will not be possible for all services to resume at the same time or at the same levels of attendance as pre-pandemic.</p> <p>Many of the buildings used as day centres have not been designed with social distancing in mind. Social distancing, even with the current relaxation, will remain a feature within the Country for some time which indicate building.</p> <p>Options have been explored with the potential of opening three-day service buildings for people with a Learning Disability across the County. The aim is to open these by early November 2020. Taking into consideration government guidance regarding distancing and gatherings within indoor spaces, this plan would allow for approximately a 35% capacity. Work continues to explore prioritise who should access this capacity, the activities to be offered and the co-dependency of transport arrangements. Consideration is being given to how we can use our existing day services to provide non-building based, activities in local communities for those unable to attend day centres.</p>
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	<p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted.</li> <li>• The Parkwood Centre in Alfreton, Whitemoor in Belper and the Outlook Centre in Long Eaton have been providing very limited emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate guidelines about use of PPE). In the North East, Carter Lane has been used by two people to prevent crisis and a breakdown of the care at home. In the High Peak two people again have been supported within the Alderbrook building in order to prevent crisis.</li> <li>• A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> <li>• Day centre staff have either supported outreach work or have been redeployed to Older Adults residential establishments.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.</p> <p><b>Review by SMT on week beginning 05 October 2020 notes that</b> a working group has continued to explore options for the future of these services. This review has taken account of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.</p>
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Three day centres are being considered in the first phase. A 'hub' of practitioners was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers. This group of practitioners are now actively working with 71 people with a learning disability and/or who are autistic.

Property Services and Health and Safety are working towards the buildings being "Covid" compliant by October, but it is likely to be some weeks after that before we can safely have people using the facilities. This is especially important as we know that many people that we support within day services are very vulnerable, live with vulnerable carers and are often unable to comply with many of the other requirements that are being used to ensure social distancing and infection control. For example; staying 2 metres apart, wearing face masks, queuing, waiting outside a room or building and covering a cough or sneeze.

Ensuring the buildings are COVID -19 compliant is only one aspect. Detailed risk assessments are being compiled which include the following examples ; the recognition of regular cleaning regimes such as surfaces and toilets and the need to train staff to complete this, the creation of individual activity boxes, the creation of groups of staff to create "bubbles", ensuring staff are able to change from outdoor clothing into clothing just to be worn within the centre and laundry of this clothing.

The work we have done to prepare for this has revealed that; due to safety measures, there will be a significant impact on the capacity of each centre which is currently looking like only 35% of people who attended historically will be able to attend on any one day. We are also exploring transport which has also seen a significant reduction in capacity, requires cleaning and has interdependencies with ensuring children and young people with disabilities are able to attend school.

	<p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted.</li> <li>• The Parkwood Centre in Alfreton, Whitemoor in Belper and the Outlook Centre in Long Eaton have been providing very limited emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate guidelines about use of PPE). In the North East, Carter Lane has been used by two people to prevent crisis and a breakdown of the care at home. In the High Peak two people again have been supported within the Alderbrook building in order to prevent crisis.</li> <li>• A small number of people with a learning disability who use building-based day services have been referred to and have made use of the Community Response Unit's services.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> <li>• Day centre staff have either supported outreach work or have been redeployed to Older Adults residential establishments.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020</p> <p><b>Review by SMT 19 October 2020 notes that</b> a working group has continued to explore options for the future of these services. This review has taken account of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.</p>
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	<p>A 'hub' of practitioners was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers. This group of practitioners are now actively working with people with a learning disability and/or who are autistic.</p> <p>Four-day centres have been considered in the first phase.</p> <p>Parkwood, Newhall, Alderbrook and additionally No limits. Property Services and Health and Safety have ensured the buildings are COVID -19 complaint. Detailed risk assessments have been compiled which include the following examples ; the recognition of regular cleaning regimes such as surfaces and toilets and the need to train staff to complete this, the creation of individual activity boxes, the creation of groups of staff to create "bubbles", ensuring staff are able to change from outdoor clothing into clothing just to be worn within the centre and laundry of this clothing.</p> <p>The work we have done to prepare for this has revealed that; due to safety measures, there will be a significant impact on the capacity of each centre which is currently looking like only 35% of people who attended historically will be able to attend on any one day. We are also exploring transport which has also seen a significant reduction in capacity, requires cleaning and has interdependencies with ensuring children and young people with disabilities are able to attend school.</p> <p>It is anticipated that these centres will be able to open to reduced numbers on the 2 of November however exploration is now needed to explore the impact of Tier 2 and Tier 3 local restrictions on these arrangements.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 2 November</p>
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	<p><b>Review by SMT week beginning 02 November 2020 notes that</b> Parkwood, Newhall and No limits are now open to reduced numbers with Alderbrook planning to open as soon as building repair work has been completed to fix damage from a significant leak.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.</p> <p><b>Review by SMT week beginning 16 November 2020 notes that</b> a working group has continued to explore options for the future of these services. This review has taken account of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.</p> <p>A ‘hub’ of practitioners was established on the 17 August to progress reviews and assessments, but also co-produce the new offer with people with learning disability/Autism, their families and carers. This group of practitioners are now actively working with people with a learning disability and/or who are autistic.</p> <p>Following intensive risk assessments, the day centres that are Covid safe and currently open to small numbers of people with a learning disability are; Newhall, Parkwood, No Limits, Whitemoor and Outlook; with Alderbrook opening shortly.</p> <p>The work we have done to enable this has revealed that due to safety measures, there is a significant impact on the capacity of each centre. In addition, recent updated Government guidance will allow for no more than 15 service Users on any day to access individual services unless in completely separate ‘bubbles’ of 15 using separate areas of a building with separate facilities such as entrances/exits and toilet facilities. This is possible at some of the larger centres such as Outlook in Long Eaton.</p> <p>Based on advice from our legal services; by opening the above day services to small groups of</p>
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	<p>People; we are following Regulation 11(9) of <b><i>The Health Protection (Coronavirus, Restrictions) (England)(No. 4) Regulations 2020</i></b>, which enables the continuation of day care as a permitted exception to an indoor gathering:  <a href="https://www.legislation.gov.uk/uksi/2020/1200/pdfs/uksi_20201200_en.pdf">https://www.legislation.gov.uk/uksi/2020/1200/pdfs/uksi_20201200_en.pdf</a></p> <p>We are discussing with all who attend that have health conditions which mean they are clinically vulnerable and clinically extremely vulnerable; that whilst it is perfectly lawful for DCC to run the service and for them to leave their homes to attend, there remains increased risks to them should they contract Covid 19 and Government Guidance is for them to minimise contacts with others.</p> <p>Consequently, we are reminding them of the risks and the judgment that they must make whether to continue to attend the service or not.</p> <p>Given several people who attend our day services may not have the capacity to make this decision, Mental Capacity Assessments are being completed and Best Interest Decisions made. Additional risk assessments will also be completed for those who are either Clinically vulnerable or extremely clinically vulnerable that wish to attend. For those who choose not to attend or it is deemed not in their best interests to attend; their place will be held for this period of time.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people with a learning disability or autism, and where appropriate care packages have been adjusted.</li> <li>• In addition to the small amount of centres which have opened; staff from other centres continue to provide outreach services to people in places where buildings have not opened, (and in doing so following appropriate guidelines about use of PPE).</li> </ul>
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	<ul style="list-style-type: none"><li>• A small number of people with a learning disability who use building-based day services have previously been referred to and have made use of the Community Response Unit's services.</li><li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li><li>• Day centre staff have either supported outreach work or have been redeployed to Older Adults residential establishments.</li></ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Signature and Date: Simon Stevens 23/03/2020	



## DERBYSHIRE COUNTY COUNCIL

## OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Simon Stevens	Service: Adult Social Care
Delegated Power Being Exercised: Significant management decisions which could have an adverse or controversial impact on the delivery of services or achievement of agreed targets	
Day Care - Temporary Closure / cessation of Service	
Subject of Decision: (i.e. services affected)	Service closure – planned respite.
Is this a review of a decision? If so, what was the date of the original decision?	Yes, review of decision made 23/03/2020
Key decision? If so have Democratic Services been notified?	Yes – it will be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county area.
Decision Taken (specify precise details, including the period over which the decision will be in place and <b>when it will be (further) reviewed</b> ):	<p>Cessation of planned respite breaks services for Older Adults and people with a Learning Disability with effect from 23/03/2020</p> <p><b>Review process</b> Decision is subject to a minimum of fortnightly review by SMT and Cabinet Member, being reported to Cabinet Member on a fortnightly basis.</p>
Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy and anticipated impact of the decision) Where the decision is subject to statutory guidance please state how this has been taken into consideration.	<p>Government and Public Health England advice in relation to reducing the risk of infection spread in relation to COVID-19 states that those aged 70 and over 70 should self-isolate and adhere to social distancing requirements.</p> <p>We need to reduce the risk of cross infection for both those using respite and long-term care home residents to reduce the number of individuals coming in and out of the services to reduce risks in relation to infection.</p> <p>As the vast majority of users of our older adult respite care services are used by people aged 70 and over it is not possible to continue to operate those services safely.</p>

	<p>Similarly, significant numbers of the people using our learning disability respite services are likely to fall into the category of having an underlying 'high risk' health condition that means they would be advised to socially distance and minimise contact with others from outside of their household.</p> <p>In order to protect them and other residents within our residential care homes non-urgent respite provision remains closed.</p>
Alternative Options Considered (if appropriate) and reasons for rejection of other options	All individuals are being monitored and reviewed during the period the provision does not operate as normal to ensure that the withdrawal of planned respite does not lead to significant risks to their health and wellbeing.
Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated	Individual risk assessments have been undertaken in relation to this decision and concerns relating to long term emergency respite if appropriate and alternative arrangements are being considered.
Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate the decision	Yes it would have been subject to consultation with service users. Consultation did not take place due to national advice being issued from the Government regarding the COVID-19 pandemic response which stated that vulnerable groups needed to undertake social distancing to protect their health and wellbeing. Therefore, an urgent decision needed to be taken.
Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?	<p>The decision will have had an impact on older adults, people with a learning disability and their families and carers. The temporary suspension of the service, and the ongoing assessment of peoples care packages brings with it the potential for further risks to those who make use of the service. However, this risk needs to balance with the risk of infection from COVID 19 and adherence to national guidelines.</p> <p>Mitigations have been put in place through the regular review of people who would normally</p>

	<p>access the provision, and where appropriate care packages have been adjusted to accommodate the temporary cessation of the service Emergency respite services have continued to operate from a number of the Council's establishments, or as an outreach services for some people, to support both older adults and people with a learning disability and their family / carers – particularly in order to reduce the risk of carer breakdown.</p> <p>The Community Response Unit, a partnership between the County Council and a range of voluntary organisations and local businesses, has been established to make sure vulnerable residents are supported through the coronavirus outbreak. Whilst it is not known if people who have previously accessed respite services have been referred to or used the Unit, it is known that older adults and people with a learning disability who use other services such as building-based day care have accessed this Unit's services.</p> <p>Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of the cessation of planned respite and carers emergency plans are being offered.</p> <p>Whilst the Council continues to review the access restrictions imposed on all its buildings, in line with national guidance concerning social distancing and self-isolation requirements for vulnerable people, it is not expected that the building-based planned (bookable) respite service will return to normal operating arrangements in the short to medium term.</p> <p>An EIA was completed on 30 June and is being kept under review.</p>
Background/Reports/Information considered and attached (including Legal, HR, Financial and other	Any excess staffing capacity generated as a result of this cessation of service will be temporarily redeployed to support other service areas responding to the COVID-19 pressures

<p>considerations as required))</p>	<p><b>Feedback on original Officer Decision:</b></p> <p><b>Legal</b></p> <p>Decision is not time limited, if the problem persists in the longer then report would be beneficial to highlight longer term strategy to manage the needs of the affected cohort.</p> <p>Response: Two week review process is now in place and captured on RODR pro forma</p> <p>ODR indicates that individual assessments are to be undertaken to ensure affected person receive the support necessary – update and assurance could be given in the report to confirm timescales and outcomes for these assessments</p> <p>Response: This will be detailed in Cabinet report and RODR document, but reviews have taken place and are being actively reviewed by P&amp;P teams every two weeks.</p> <p><b>Finance</b></p> <p>There are no additional financial considerations in relation to this proposal.</p> <p><b>Principal Social Worker</b></p> <p>The Principal Social Worker has been engaged and consulted with this decision. The Principal Social Worker is satisfied that this decision has been made with due regard for the Department of Health and Social Care Ethical Framework. Whilst this decision was informed by the government’s guidance about social distancing and COVID-19 guidance in relation to residential care and supported living full consideration has been given to contingency discussions and planning for alternative support evidenced by the following statement: ‘All individuals will be monitored and reviewed during the cessation period to ensure that the withdrawal of planned respite doesn’t lead to significant risks to their health and wellbeing’. Guidance has been issued to frontline assessment staff to inform their person centred conversations when exploring equivalent levels of support. Associated RAG rating records have been regularly completed and updated.</p>
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<p>Consultation with relevant Cabinet Member (s) – please note this is obligatory.</p>	<p>Discussion between Helen Jones and Cllr Jean Wharmby on 22/03/2020          Consultation with Cllr Wharmby on Review 19/05/2020          Consultation with Cllr Wharmby on Review 27/05/2020          Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u>, <u>25/06/2020</u>, <u>09/07/2020</u>, <u>24/07/2020</u> and <u>06/08/2020</u>, <u>03/09/2020</u>, <u>17/09/2020</u>, <u>01/10/2020</u>, <u>15/10/2020</u>, <u>12/11/20</u>, <u>26/11/20</u></p>
<p>Decision:</p>	<p>Agreed  <b>Review agreed by CMT 07/04/2020 and SMT 08/04/2020</b></p> <p><b>Review by SMT 22/04/2020, 06/05/2020, 21/05/2020, 04/06/2020, 18/06/2020 and 02/07/2020:</b> It is considered necessary to continue to cease planned respite activity due to ongoing social distancing requirements in line with national Government guidance. Clear evidence that spread within care homes is due to bringing people in from the community.</p> <p>We continue to need to reduce the risk of cross infection for both those using respite and long-term residents and so reducing the number of individuals coming in and out of the service is essential.</p> <p>Clients who would normally attend a planned respite break have had their care package reviewed and it is continuing to be reviewed on a minimum of a fortnightly basis to check that no additional support is required as an alternative to the support which would have normally been received via respite. Derbyshire Carers Association is also offering support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</p> <p>In addition, the respite beds are being utilised to support hospital discharge and increase bedded capacity in residential care.</p>

	<p>Urgent respite provision is still in place as a mitigation where this is considered appropriate.</p> <p><b>Review by SMT 16/07/2020:</b> Following ongoing work by officers the current position is that building-based planned respite services will remain closed. Emergency respite provision continues to be offered , both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control).</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted</li> <li>• Parkwood Centre in Alfreton has been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase as a result of day centre provision being closed and carers emergency plans are being offered.</li> </ul> <p><b>Review by SMT 30/07/2020 notes:</b> following ongoing work by officers that the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control).</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted</li> </ul>
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	<ul style="list-style-type: none"> <li>• Parkwood Centre in Alfreton has been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so. This is in order to provide a period of respite during the day to support Carers as far as is possible to do currently.</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite during the day reduce as a result of day centre provision being closed and carers emergency plans are being offered.</li> </ul> <p><b>Review by SMT 12/08/2020 notes:</b> that following ongoing work by officers the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control).</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted</li> <li>• Parkwood Centre in Alfreton has been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate guidelines about use of PPE).</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite during the day reduce as a result of day centre provision being closed and carers emergency plans are being offered.</li> </ul>
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	<p><b>Review by SMT on week beginning 24 August 2020 notes that</b> following ongoing work by officers the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control). There is currently no change to this position.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"><li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted</li><li>• Five building based day services across the County for people with a learning disability have been providing emergency day service provision for those people for whom it has been identified as being appropriate to do so, with staff from other centres providing outreach services to people in place of opening a building (and in doing so following appropriate guidelines about use of PPE) in order to provide an element of respite to support Carers in their increased role. The bungalow at Newhall, which is a learning disability resource has also supported one individual with respite care.</li><li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite reduce as a result of day centre provision being closed and cessation of planned respite within residential care. Carers emergency plans are being offered.</li></ul> <p>The next review of this decision will take place by Adult Care Senior Management Team on 10 September 2020.</p>
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	<p><b>Review by SMT on week beginning 7 September 2020 notes that</b> following ongoing work by officers the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control). There is currently no change to this position.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"> <li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted</li> <li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite reduce as a result of day centre provision being closed and cessation of planned respite within residential care. Carers emergency plans are being offered.</li> </ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.</p> <p><b>Review by SMT on week beginning 21 September 2020 notes that</b> following ongoing work by officers the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control). There is currently no change to this position.</p> <p>The following mitigations have been put in place since the original decision was approved, including:</p>
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- Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite reduce as a result of day centre provision being closed and cessation of planned respite within residential care. Carers emergency plans are being offered.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.

**Review by SMT on week beginning 05 October 2020 notes that** following ongoing work by officers the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control). There is currently no change to this position.

The following mitigations have been put in place since the original decision was approved, including:

- Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted
- Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite reduce as a result of day centre provision being closed and cessation of planned respite within residential care. Carers emergency plans are being offered.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020 and will take account

of the newly published Adult Social Care: COVID Winter Plan 2020- 2021.

**Review by SMT 19 October 2020 notes that** following ongoing work by officers the current position is that building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control). There is currently no change to this position.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 2 November.

**Review by SMT week beginning 02 November 2020 notes that**

There is currently no change to this position  
The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.

**Review by SMT week beginning 16 November 2020 notes that** following ongoing work by officers the current position is that most building-based planned respite services will continue to remain closed. Emergency respite provision continues to be offered, both through building-based services or through outreach services to an individual's home where safe and appropriate to do so (in line with Government guidelines for use of PPE and infection control).

Currently officers are working towards re-opening a centre within the County to offer respite in a Covid-secure environment. This planning is currently in the preliminary stages and a location is yet to be fully finalised.

	<p>The following mitigations have been put in place since the original decision was approved, including:</p> <ul style="list-style-type: none"><li>• Regular review of people who need to access respite provision, and where appropriate care packages have been adjusted to reflect the additional care provision.</li><li>• Derbyshire Carers Association has continued to offer support to carers who may have seen their caring duties increase and therefore their ability to have any respite reduce as a result of day centre provision being closed and cessation of planned respite within residential care. Carers emergency plans have been offered.</li></ul> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Signature and Date: Simon Stevens 22/03/2020	

## DERBYSHIRE COUNTY COUNCIL

## OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Simon Stevens	Service: Adult Social Care
Delegated Power Being Exercised: Significant management decisions which could have an adverse or controversial impact on the delivery of services or achievement of agreed targets	
Risk Management in relation to Residential Care	
Subject of Decision: (i.e. services affected)	Essential maintenance and specific fire risk mitigation works in our Residential Care Homes for Older People
Is this a review of a decision? If so, what was the date of the original decision?	Yes, this is a review of decision taken on 22/03/2020
Key decision? If so have Democratic Services been notified?	Yes – it will be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the county area.
Decision Taken (specify precise details, including the period over which the decision will be in place and when it will be (further) reviewed):	To continue to undertake essential maintenance and specific fire risk mitigation works in our Residential Care Homes for Older People in order to deliver on previously identified risk mitigation and ensure the safety of residents and staff.  <b>Review process</b> Decision is subject to a minimum of fortnightly review by SMT and CMT in line with national guidance re vulnerable groups and social distancing from HM Government.
Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy and anticipated impact of the decision) Where the decision is subject to statutory guidance please state	Despite the Coronavirus outbreak and the requirements for people to work from home where possible and manage contact with other individuals through social distancing it is necessary for previously identified fire risk mitigation works to be completed so that residents and staff are supported to operate in a safe environment.  Property colleagues had identified that all non-essential works should cease to protect their staff

<p>how this has been taken into consideration.</p>	<p>from the risk of infection and had suggested that the remaining fire risk mitigation works could be suspended.</p> <p>Further detailed discussions have taken place between Directors from both departments to weigh up the risks to residents and ASC staff associated with not completing the works against the risks to Property staff from undertaking them and it has now been agreed that those fire risk mitigation works and any other essential maintenance will continue to be completed.</p>
<p>Alternative Options Considered (if appropriate) and reasons for rejection of other options</p>	<p>Property and adult social care managers and staff will complete individual risk assessments for each establishment / area of work and seek to ensure that infection control measures and social distancing requirements are maintained whilst the operatives are on site, including ensuring that the work area is closed to access for residents and staff whilst the tradespeople are on the premises.</p>
<p>Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated</p>	<p>Ongoing risk assessments have taken place to inform the wider mitigation works programme by Property Services and colleagues in health and safety.</p>
<p>Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate the decision</p>	<p>No, this would not have been subject to consultation with service users and the public as it relates to maintenance of residential care homes. It is separate to the decision which has been subject to consultation regarding the long-term strategy for Direct Care Homes for Older People.</p>
<p>Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?</p>	<p>Not applicable as decision relates to maintenance work.</p>
<p>Background/Reports/Information considered</p>	<p>Property fire risk mitigation reports and work progress documents.</p>

<p>and attached (including Legal, HR, Financial and other considerations as required))</p>	<p><b>Feedback on original Officer decision:</b></p> <p><b>Principal Social Worker</b>  The Principal Social Worker has been engaged and consulted with this decision. The Principal Social Worker is satisfied that this decision has been made with due regard for the Department of Health and Social Care Ethical Framework when reaching decisions which take due account of existing legislation and guidance alongside flexible approaches to ensure safety standards are maintained as evidence in the following statement: 'Property and Adult Social Care managers and staff will complete individual risk assessments for each establishment / area of work and seek to ensure that infection control measures and social distancing requirements are maintained whilst the operatives are on site, including ensuring that the work area is closed to access for residents and staff whilst the tradespeople are on the premises.'</p> <p><b>Finance</b>  There are no additional costs associated with this decision.</p> <p><b>Legal</b>  The proposed work and the risks inherent in either undertaking or discontinuing this has been carefully evaluated. The decision to continue the work is a proportionate response to this evaluation. In the event of new guidance being received regarding the presence of operatives within residential settings the decision should be promptly revisited.</p>
<p>Consultation with relevant Cabinet Member (s) – please note this is obligatory.</p>	<p>Agreement at <u>Cabinet 23/04/2020</u> and <u>30/07/2020</u>  Taken to CMT for discussion w/c 30/03/2020  Discussion with Cllr Wharmby 30/03/2020  Consultation with Cllr Wharmby on Review 19/05/2020 and 27/05/2020  Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u>, <u>25/06/2020</u>, <u>09/07/2020</u>, <u>24/07/2020</u> and <u>06/08/2020</u>, <u>03/09/2020</u>, <u>17/09/2020</u>, <u>01/10/2020</u>, <u>15/10/2020</u>, <u>12/11/20</u>, <u>26/11/20</u></p>

Decision:	<p>Review agreed by CMT 08/04/2020 and SMT 07/04/2020</p> <p><b>Review by SMT 22/04/2020,06/05/2020, 21/05/2020, 04/06/2020, 18/06/2020 and 02/07/2020:</b> Fire risk mitigation works are continuing to take place and there have been some delays to the delivery of the work as per the programme plan. Therefore in light of these outstanding issues it is appropriate the arrangements remain in place.</p> <p><b>Review by SMT 16/07/2020:</b> The current position is that the majority of scheduled work has taken place across the Homes for Older People estate, with only a small number of tasks outstanding and will be undertaken from the end of July and should be complete by the end of August. This work relates to tasks that have been delayed due to disruption with the supply chain for key supplies due to the COVID-19 pandemic. Restrictions still remain in place for general visiting to the Homes for Older People as outlined in a separate Officer Decision Record, therefore these interim measures need to remain in place.</p> <p><b>Review by SMT 30/07/2020:</b> following ongoing work by officers the current position is that the majority of scheduled work has taken place across the homes for older people estate, with only a small number of tasks outstanding and will be undertaken from the end of July and completed by the end of August. This work relates to tasks that have been delayed due to disruption with the supply chain for key supplies due to the COVID-19 pandemic.</p> <p><b>Review by SMT 12/08/2020 notes</b> that following ongoing work by officers. The current position is that the majority of scheduled work has taken place across the homes for older people estate, with only 2 areas of work outstanding – a fire alarm replacement at one establishment (to be completed 04/09/2020) and replacement of fire doors at another (date to be confirmed). This work relates to tasks that have been delayed due to</p>
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	<p>disruption with the supply chain for key supplies due to the COVID-19 pandemic.</p> <p>Technical Fire Risk assessments will be undertaken in August and early September to ensure all mitigations have been put in place.</p> <p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works.</p> <p><b>Review by SMT on week beginning 24 August 2020 notes that</b> following ongoing work by officers. The current position is that the majority of scheduled work has taken place across the homes for older people estate, with only 2 areas of work outstanding – a fire alarm replacement at one establishment (to be completed 04/09/2020) and replacement of fire doors at another (date to be confirmed). This work relates to tasks that have been delayed due to disruption with the supply chain for key supplies due to the COVID-19 pandemic.</p> <p>Technical Fire Risk assessments will be undertaken throughout August and early September to ensure all mitigations have been put in place.</p> <p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. Currently staffing levels are at a safe level. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team on 10 September 2020</p> <p><b>Review by SMT on week beginning 7 September 2020 notes that</b> following ongoing work by officers. The current position is that the majority of scheduled work has taken place across the homes for older people estate, with only 2</p>
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	<p>areas of work outstanding – a fire alarm replacement at one establishment (to be completed 4 September 2020) and replacement of fire doors at another (date to be confirmed). This work relates to tasks that have been delayed due to disruption with the supply chain for key supplies due to the COVID-19 pandemic.</p> <p>Technical Fire Risk assessments continue to be undertaken to ensure all mitigations have been put in place.</p> <p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. Currently staffing levels are at a safe level. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.</p> <p><b>Review by SMT on week beginning 21 September 2020 notes that</b> following ongoing work by officers. The current position is that the majority of scheduled work in 'Phase One' has taken place across the homes for older people estate, with only 2 areas of work outstanding – a fire alarm replacement at one establishment where installation work is due to be completed week commencing 14/09/20, both the old and new fire alarm systems will be run in tandem for a testing period until there is confidence that the new system can be signed off as fully operational. In addition, a replacement of fire doors at 2 other homes (date to be confirmed). This work relates to tasks that have been delayed due to disruption with the supply chain for key supplies due to the COVID-19 pandemic.</p> <p>Technical Fire Risk assessments continue to be undertaken to ensure all mitigations have been put in place.</p>
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	<p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. Currently staffing levels are at a safe level. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.</p> <p>As part of the mitigation works, Fire Risk Assessors have been instructed to check off the phase 1 works and also highlight any further 'wear &amp; tear' issues, so these can also be addressed. This has been completed and any additional items have been issued to the Business Unit for action.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.</p> <p><b>Review by SMT on week beginning 05 October 2020 notes that</b> following ongoing work by officers. The current position is that the majority of scheduled work in 'Phase One' has taken place across the homes for older people estate.</p> <p>Technical Fire Risk assessments continue to be undertaken to ensure all mitigations have been put in place.</p> <p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. Currently staffing levels are at a safe level. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.</p> <p>As part of the mitigation works, Fire Risk Assessors have been instructed to check off the phase 1 works and also highlight any further 'wear &amp; tear' issues, so these can also be addressed. This has been completed and any additional items have been issued to the Business Unit for action.</p> <p>Although most homes are now moving into phase 2 of works to be completed, the completion dates</p>
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are estimates. Our Covid risk assessments allow the home time to deep clean and relocate the residents as progress is made from wing to wing at each Home. This process leads to standing time of at least 72 hours at each home, but can be nearer a week, which in turn delays the completion date. There obviously may also be outbreaks of Covid in the Homes which again delay completion. Phase 2 follows on from the revised Technical Fire Risk Assessment's and any work identified in these.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020.

**Review by SMT on week beginning 19 October 2020 notes that** following ongoing work by officers. The current position is that the majority of scheduled work in 'Phase One' has taken place across the homes for older people estate.

Technical Fire Risk assessments continue to be undertaken to ensure all mitigations have been put in place.

A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.

As part of the mitigation works, Fire Risk Assessors have been instructed to check off the phase 1 works and also highlight any further 'wear & tear' issues, so these can also be addressed. This has been completed and any additional items have been issued to the Business Unit for action.

Although most homes are now moving into phase 2 of works to be completed, the completion dates are estimates. Our Covid risk assessments allow the home time to deep clean and relocate the residents as progress is made from wing to wing at each Home. This process leads to standing

time of at least 72 hours at each home, but can be nearer a week, which in turn delays the completion date. Discussion is currently ongoing as to whether this is necessary and whether it is aligned with current Government guidance.

There obviously may also be outbreaks of Covid in the Homes which again delay completion. Phase 2 follows on from the revised Technical Fire Risk Assessment's and any work identified in these. There was 1 identified home where fire doors were still to be completed, which is Rowthorne HOP in Swanwick There is now an estimated completion date for the fire doors of 18 December 2020. All fire alarms in phase 1 are completed and staffing continues to be maintained at safe levels.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 02 November 2020.

**Review by SMT week beginning 02 November 2020 notes that**

There is no change to this position. The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.

**Review by SMT week beginning 16 November 2020 notes that** following ongoing work by officers, the fire doors at Rowthorne HOP are not yet completed, however the work continues to have an expected completion date of 18 December 2020.

The homes in the north of the County have only low risk tasks from the phase 2 works which remain incomplete to date, such as follow ups on the Technical Fire Risk Assessments. There are some slightly higher risk issues to resolve in the homes situated in the south of the County. It is envisaged that all outstanding issues will be actioned and resolved by Christmas 2020.

All the outstanding fire alarm issues have now been resolved and electrical testing is almost

	<p>complete. Operationally, all homes confirm they can affect an evacuation relating to the highest need compartmentation within 2.5 minutes.</p> <p>There are still some management staff whose fire management training is now outstanding, however as this is now available online any outstanding issues will be addressed over the next few weeks.</p> <p>A review of night staff arrangements has also been undertaken to ensure that safe staffing levels can be maintained during planned works. These levels are being reviewed weekly with Service Managers and Group Managers responsible for the establishments.</p> <p>Finally, the risk evaluation exercise is underway, and it is anticipated that within the next 2 weeks it will be completed on all homes which have required a rewire.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Signature and Date: Simon Stevens 22/03/2020	

## DERBYSHIRE COUNTY COUNCIL

## OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Helen Jones	Service: Adult Social Care and Health all care packages
Delegated Power Being Exercised: Emergency Powers	
Subject of Decision: (i.e. services affected)	To adjust the client contribution guidance to meet changes in service due to COVID-19
Is this a review of a decision? If so, what was the date of the original decision?	Yes, this is a review of a decision approved by CMT on 8 April
Key decision? If so have Democratic Services been notified?	Yes,
Decision Taken (specify precise details, including the period over which the decision will be in place and when it will be (further) reviewed):	That client charging for specific scenarios will be as outlined in the attached appendix.  This decision will be subject to a fortnightly review to make sure that the change arrangements appropriately reflect operational service arrangements which are in place in line with national guidance regarding social distancing and supporting vulnerable people throughout the COVID-19 pandemic.
Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy and anticipated impact of the decision) Where the decision is subject to statutory guidance please state how this has been taken into consideration.	A number of services have now been closed and some people are prevented from accessing other services. In these circumstances, guidance is required to outline which charging regime applies in these different scenarios.
Alternative Options Considered (if appropriate) and	The only alternative option would have been to continue to charge people, which we could technically have done under our current co-funding

reasons for rejection of other options	scheme. But as individuals are no longer receiving a service, it was thought that they would consider this to be unfair and would give rise to numerous complaints.
Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated	No risk assessment was carried out with regards to the ceasing of charging. But risk assessments were carried out for all people to ensure that they would be safe when their services were removed.
Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate the decision	No. We would not expect to go to consultation when removing a charge, only when introducing or changing a charging regime.
Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?	No.
Background/Reports/Information considered and attached (including Legal, HR, Financial and other considerations as required))	<p>There will be a reduction in income, but this is not expected to be significant, as the number of clients who cease to receive any services is a small proportion of the total client base.</p> <p><b>Feedback on original Officer Decision Principal Social Worker</b>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-changes-to-the-care-act-2014/care-act-easements-guidance-for-local-authorities#annex-b-guidance-on-streamlining-assessments-and-reviews">https://www.gov.uk/government/publications/coronavirus-covid-19-changes-to-the-care-act-2014/care-act-easements-guidance-for-local-authorities#annex-b-guidance-on-streamlining-assessments-and-reviews</a></p> <p><i>Local Authorities should always ensure there is sufficient information and advice available in suitable formats to help people understand any</i></p>



	<p><i>financial contributions they are asked to make, including signposting to sources of independent financial information and advice.</i></p> <p><i>Legal approved – 07/04</i> <i>No comments on ODR received from HR and Corporate Finance</i></p>
<p>Consultation with relevant Cabinet Member (s) – please note this is obligatory.</p>	<p>Consultation with Cllr Wharmby on Review 19/05/2020 Consultation with Cllr Wharmby on Review 27/05/2020 Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u>, <u>25/06/2020</u>, <u>09/07/2020</u>, <u>24/07/2020</u> and <u>06/08/2020</u>, <u>03/09/2020</u>, <u>17/09/2020</u>, <u>01/10/2020</u>, <u>15/10/2020</u>, <u>12/11/2020</u>, <u>26/11/2020</u></p>
<p>Decision:</p>	<p>08/04/2020 <b>SMT Review 22/04/2020, 06/05/2020, 21/05/2020, 04/06/2020, 18/06/2020 and 02/07/2020:</b> There are no changes and the interim arrangements are approved for a further two weeks as position remains the same. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed.</p> <p><b>Review by SMT 16/07/2020:</b> Following ongoing work by officers the current position is that these interim charging arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person’s support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place.</p> <p><b>Review by SMT 30/07/2020:</b> Following review by Cabinet Member and ongoing work by officers the</p>

current position is that the majority of scheduled work has taken place across the homes for older people estate, with only a small number of tasks outstanding and will be undertaken from the end of July and completed by the end of August. This work relates to tasks that have been delayed due to disruption with the supply chain for key supplies due to the COVID-19 pandemic.

**Review by SMT 12/08/2020** notes that following ongoing work by officers the current position is that these interim charging arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person's support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place.

**Review by SMT on week beginning 24 August 2020 notes that** following ongoing work by officers, the current position is that these interim charging arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person's support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place. There is currently no change to this position.

The next review of this decision will take place by Adult Care Senior Management Team on 10 September 2020.

	<p><b>Review by SMT on week beginning 7 September 2020 notes</b> following ongoing work by officers, the current position is that these interim charging arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person's support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place. There is currently no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.</p> <p><b>Review by SMT on week beginning 21 September 2020 notes that</b> following ongoing work by officers, the current position is that these interim charging arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person's support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place. There is currently no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.</p> <p><b>Review by SMT on week beginning 05 October 2020 notes that</b> following ongoing work by officers, the current position is that these interim charging</p>
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	<p>arrangements need to remain in place to reflect that provision delivered by Derbyshire County Council or private and independent sector providers may not be fully operational or that a person's support requirements has changed. We are continuing to issue payments to providers, for example for a day service as if the person is attending, however we are not charging the person as they have not attended. This means we are doing what we can to support providers whilst services remain closed or have limited operational activity due to social distancing requirements needing to remain in place. There is currently no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020.</p> <p><b>Review by SMT 19 October 2020 notes that</b> there is no change to the above position. The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 02 November 2020.</p> <p><b>Review by SMT week beginning 02 November 2020 notes that</b></p> <p>There is no change to this position. The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.</p> <p><b>Review by SMT week beginning 16 November 2020 notes that</b> there is no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Signature and Date: Julie Vollar	

## DERBYSHIRE COUNTY COUNCIL

## OFFICER DECISION AND DECISION REVIEW RECORD

Officer: Helen Jones	Service: Adult Social Care and Health
Delegated Power Being Exercised: Emergency powers	
Subject of Decision: (i.e. services affected)	The ability to make discretionary payments in order maintain our Shared Lives carer capacity and reliance with effect from 1 April 2020 to support placements.
Is this a review of a decision? If so, what was the date of the original decision?	Yes, 22 May 2020
Key decision? If so have Democratic Services been notified?	No – as it does not affect significant numbers of people in two or more electoral divisions.
Decision Taken (specify precise details, including the period over which the decision will be in place and when it will be (further) reviewed):	<p>From 1 April 2020 it is proposed to:</p> <ul style="list-style-type: none"> <li>• Pay full time Shared Lives carers an additional £40 per week.</li> <li>• Pay short break and day support Shared Lives carers the amount which they ordinarily would have earned.</li> </ul> <p>Due to the lack of day and residential short breaks being available to Shared Lives carers they are in effect being asked to provide unpaid care for three days per week 9am-5pm plus the four weeks 28 days per year (pro rata). Over the two months since the suspension of day and residential services this equates to a total of 27 days unpaid work.</p> <p>This proposal would be initially implemented for a period of eight weeks, after which a review will take place with the service manager responsible for Shared Lives and the appropriate Group Manager with Assistant Director oversight on a fortnightly basis. The review would ascertain whether the additional payments need to continue for a further period of time. This would be a delegated decision.</p>

<p>Reasons for the Decision (specify all reasons for taking the decisions including where necessary reference to Council policy and anticipated impact of the decision) Where the decision is subject to statutory guidance please state how this has been taken into consideration.</p>	<p>Shared Lives carers provide family based 24 hour accommodation and support primarily for people with learning disabilities.</p> <p>Some Shared Lives carers also provide both day care and overnight short break opportunities in order that carers of people who continue to live in a family home can have a break from their caring roles</p> <p>In order to sustain what can be a demanding role, the current offer to DCC Shared Lives carers who provide family type accommodation includes the following regular short breaks from their caring role</p> <ul style="list-style-type: none"> <li>• three days daytime breaks per week between 9am to 5pm</li> <li>• four weeks residential short breaks</li> </ul> <p>This is typically (though not exclusively) accessed through DCC Direct Care day services and DCC or health residential short breaks provision.</p> <p>The COVID-19 pandemic has resulted in closure of all day and short break services including those run by DCC and the NHS health trust. Consequently, this has curtailed available breaks for Shared Lives carers forcing them to undertake care on a 24/7 basis for the foreseeable future.</p> <p>Those Shared Lives carers who provide regular short breaks for the families/carers of people with learning disabilities and breaks during the day are currently unable to do so due to both the closure of day services and the rules on social distancing. Consequently, they have seen a significant drop in their income.</p> <p>These Shared Lives carers are not able to take advantage of government schemes for the self-employed throughout the pandemic response period and are therefore financially disadvantaged unless DCC makes an additional payment.</p> <p>Despite a recent local marketing and media campaign to highlight this valuable role, recruiting Shared Lives carers has been very difficult in</p>
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	Derbyshire. We are very concerned that without providing some additional support to this valuable resource we will be unable to sustain existing carers throughout the COVID-19 pandemic and may also risk losing those carers who may feel they are no longer able to, or afford to continue in this role. Consequently, we propose to make an additional £40 per week payment to all our Shared Lives carers until such times we can reintroduce our previously agreed respite/short breaks arrangements.
Alternative Options Considered (if appropriate) and reasons for rejection of other options	For short break and day support carers a 'one off' payment was considered, but this was thought to be unfair due to the different level of support that each carer gives. The proposed method better reflects the range of activities undertaken by the carer to support each individual/s they care for.
Has a risk assessment been conducted- if so what are the potential adverse impacts identified and how will these be mitigated	The ongoing risk for the department is that if we do not show some recognition of the role carers are undertaking in terms of providing increased support as part of as Shared Lives placement, they may potentially look to end the Shared Lives placement they support. There is a risk of losing some very good carers and the people they are caring for would then have to be place in significantly more expensive care and support packages put in place. For short break and day support carers the risk to them is they receive no or a reduced income and there is no opportunity to take advantage of the government support schemes. The risk to the department is the loss of Shared Lives carers.
Would the decision normally have been the subject of consultation with service users and the public. If so, explain why this is not practicable and the steps that have or will be taken to communicate he decision	No

<p>Has any adverse impact on groups with protected characteristics been identified and if so, how will these be mitigated?</p>	<p>No groups are being negatively impacted as this involves increasing payment to enable individuals to continue to provide support to people with a long-term health condition or disability.</p>
<p>Background/Reports / Information considered and attached (including Legal, HR, Financial and other considerations as required))</p>	<p><b>Feedback on original Officer Decision:</b></p> <p><b>Finance</b></p> <p>The weekly costs of these proposals are estimated to be:</p> <ul style="list-style-type: none"> <li>• Full Time Carers - £1,800</li> <li>• Respite Carers - £1,500</li> </ul> <p>With the total monthly cost being £14,340</p> <p>This would be a commitment against council resources and partially offset from the non-ring-fenced COVID-19 Government Grant. All decisions around meeting COVID-19 costs are unlikely to be fully funded from current Government additional funding available. As such implications will fall on the ability to provide services for the rest of the financial year and into the medium term</p> <p><b>Principal Social Worker</b></p> <p>Shared Lives is an important way we can help support people to stay as independent as possible and our Shared Lives carers require both skill and commitment to values of caring for others. This commitment helps to ensure Shared Lives arrangements are safe, supported and valued. This in turn should support the wellbeing of people who are in a Shared Lives placement. Information about these arrangements need to be appropriately shared in accessible formats.</p> <p><b>Legal</b></p> <p>No implications from a Care Act perspective. It seems to be a financial decision around how much is allocated for this purpose. It is sensible to seek to support these providers, given the market shaping duties under the Care Act.</p>
<p>Consultation with relevant Cabinet</p>	<p><u>Approval of ODR by Cabinet Member 25/06/2020</u> Consultation with Cllr Wharmby on decision 27/05/2020.</p>



Member (s) – please note this is obligatory.	Consultation with Cllr Wharmby at Cabinet Member Committee <u>11/06/2020</u> , <u>25/06/2020</u> , <u>09/07/2020</u> , <u>24/07/2020</u> and <u>06/08/2020</u> , <u>03/09/2020</u> , <u>17/09/2020</u> , <u>01/10/2020</u> , <u>15/10/2020</u> , <u>12/11/2020</u> , <u>26/11/2020</u>
Decision:	<p>Agreed by CMT 22/05/2020.</p> <p><b>Review by SMT 04/06/2020, 18/06/2020 and 02/07/2020:</b> Due to the lack of day and residential short breaks being available to shared lives carers, individuals are in effect being asked to provide unpaid care for 3 days per week 9 to 5 plus and this needs to be recognised formally via additional payments. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required. It is proposed that this arrangement continues.</p> <p><b>Review by SMT 16/07/2020:</b> Following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carer will continue to receive the amount they ordinarily earn. These arrangements remain subject to fortnightly review by Senior Managers to ensure they are appropriate. Shared Lives Carers have stepped up and taken on additional responsibilities to support people at home whilst day centre provision has been closed and these payments recognise those additional responsibilities. As noted in the section above day centre provision continues to remain closed, with only limited respite provision in place due to ongoing requirements in relation to social distancing which means that day centres cannot operate at fully capacity.</p> <p>Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of</p>

providing this payment and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required.

**Review by SMT 30/07/2020:** Following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carer will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required.

**Review by SMT 12/08/2020:** The latest review on 12 August 2020 notes following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carer will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required.

**Review by SMT on week beginning 24 August 2020 notes that** following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carers will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment, and for full time carers we are seeking to liaise with them in terms of

accessing respite provision if required. There is no change to this position.

The next review of this decision will take place by Adult Care Senior Management Team on 10 September 2020.

**Review by SMT on week beginning 7**

**September 2020 notes** following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time-Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carers will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment, and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required. There is no change to this position.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 21 September 2020.

**Review by SMT on week beginning 21**

**September 2020 notes that** following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time-Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carers will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment, and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required. There is no change to this position.

The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 05 October 2020.

	<p><b>Review by SMT on week beginning 05 October 2020 notes that</b> following ongoing work by officers the current position is that the additional payments to Shared Lives carers need to remain in place for a further period. Payments to full time-Shared Lives carers will continue at £40 per week and short break and day support Shared Lives carers will continue to receive the amount they ordinarily earn. Officers are liaising with carers who may be returning to work to consider if any additional support needs to be put in place instead of providing this payment, and for full time carers we are seeking to liaise with them in terms of accessing respite provision if required. There is no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 19 October 2020</p> <p><b>Review by SMT 19 October 2020 notes that</b> there is no change to the above position. The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 02 November 2020.</p> <p><b>Review by SMT week beginning 02 November 2020 notes that</b></p> <p>There is no change to this position. The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 16 November 2020.</p> <p><b>Review by SMT week beginning 16 November 2020 notes that</b> there is no change to this position.</p> <p>The next review of this decision will take place by Adult Care Senior Management Team in the week beginning 30 November 2020.</p>
Signature and Date: Helen Jones 22/05/2020	



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**DERBYSHIRE COUNTY COUNCIL**

**CABINET MEMBER**

**26 November 2020**

**Report of the Executive Director for Adult Social Care & Health**

**DERBYSHIRE ADULT SOCIAL CARE AND HEALTH:  
OUR COVID-19 WINTER PLAN 2020 TO 2021**

**ADULT SOCIAL CARE AND HEALTH**

**1. Purpose of the Report**

The purpose of the report is to provide the Cabinet Member with an overview of the Adult Social Care and Health Departments response to the key requirements outlined in the Government's Adult Social Care: Our Winter Plan 2020-21.

**2. Information and Analysis**

**2.1 Context**

The Adult Social Care Winter Plan 2020-21 (the Winter Plan) was published by the Department for Health and Social Care (DHSC) on 18 September 2020. It was accompanied by a letter from Helen Whately MP, Minister of State for Care, sent to Local Authority Chief Executives, Directors of Adult Social Care, Directors of Public Health, Care Home Providers and CCG Accountable Officers.

The Winter Plan is informed by and builds upon work undertaken during the summer by the Social Care Sector Covid-19 Taskforce. The Taskforce was established to support the delivery of two support packages to the care sector: The Social Care Action Plan and the Care Home Support Plan.

The Winter Plan set out several key requirements and support to be delivered and provided at both a national and local level. A summary of these is provided below. The main requirement from the Council's perspective was to have confirmed, in writing by 31 October 2020, that a winter plan was in place.

**2.2 National Support**

The Winter Plan outlines national support (some of which had been announced prior to the plan's publication):

- Over £500m nationally to extend the Infection Control Fund to tackle the spread of the virus in care homes to March 2021.
- Local authorities to establish winter plans, working with the NHS, the voluntary sector and local people; the DHSC to be informed these are in place by 31 October.
- Free Personal and Protective Equipment (PPE) to local resilience forums that wish to continue distribution and to local authorities to distribute to social care providers.
- A designation scheme for the Care Quality Commission to identify premises that are safe for people leaving hospital tested positive or awaiting results.
- NHS organisations to continue to support care home providers through the enhanced health in care homes framework from October – all care homes aligned to a primary care network with a lead clinician.
- Local authority public health to continue to assess the safety of care homes for visiting and to take action to halt these where necessary.
- A new dashboard to monitor care home infections.
- A chief nurse to be appointed by the DHSC.

## **2.2 Local Planning Requirements**

The Winter Plan covers four main themes which detail the work being undertaken at a national level, and the expectations of local areas (local authorities, NHS organisations, and other providers of care services). In total there are 76 actions which must be addressed in a local authority's own winter plan.

- i. Preventing and controlling the spread of infection in care settings. This includes guidance and actions on areas such as infection and prevention control; managing staff movement; use of PPE; Covid-19 testing; seasonal flu vaccinations.
- ii. Collaboration across health and social care services. This includes guidance and actions on ensuring safe discharges from NHS settings and the avoidance of hospital admissions; introduction of the Enhanced health in care homes; use of technology and digital support to support/provide services.
- iii. Supporting people who receive social care, the workforce, and carers. This includes guidance and actions across two sub-headings. The first concerns support to those who receive and/or provide unpaid care: visiting arrangements; direct payments; support for unpaid carers; appropriate end-of-life care; and use of care Act easements.



- iv. The second set of actions relate to the workforce and cover: staff training; workforce capacity; shielding of people who are clinically extremely vulnerable;
- v. Supporting the system. This includes guidance and actions on funding for local authorities (use of infection control funding); market and provider sustainability (includes supporting an Association of Directors of Adult Social Services and Local Government Association Service Continuity and Care Market review); continued working with CQC.

### **2.3 Summary of local response**

A copy of the Adult Social Care Winter Plan is attached at Appendix 1. Key elements from this plan are summarised below

- As part of business continuity since the first national lockdown in March the Adult Social Care service has contacted all individuals known to it via their allocated workers on a regular basis to review their care and support needs. Additionally, risk assessments and contingency plans have been developed for people deemed to be at high risk – this will continue during the Winter.
- A microsite has been developed on the Derbyshire County Council website to provide regular communications to providers of care and support services including key messages from the Director of Public Health and details of accessing the Infection Control Funding Round Two. (The first round was distributed to providers in two instalments during the summer and confirmed to Department of Health and Social Care). In addition, the Derbyshire Adult Social Care and Health Market Position Statement for Older People’s nursing, residential, extra care and homecare services provides an overview of the care and support needs and services provided by the Council to help support providers. (The market position statement is currently being refreshed).
- Learning Disability Day Services have begun to reopen –six services are now open following temporary cessation of services during the first national lockdown. Plans are in place to have at least three Older People’s Day Services open before the end of November 2020.
- The department will provide 86 Community Support Beds (beds in a care setting that are supported by Community Health and Primary care services). This is an increase on the 68 provided during 2019-20 and will support the discharge of people from Hospitals who have a negative test for Covid-19.
- We have designated a setting and registered it with the Care Quality Commission as a Covid-19 Positive Unit for people who need support following hospital discharge.

- Support for Carers continues to be provided through our partner organisation Derbyshire Carers Association, with carers assessments continuing to be undertaken.
- Care Home Visiting is allowed in line with National Guidance with all Derbyshire County Council care homes operating window visits.

### **3. Financial Considerations**

None.

### **4. Human Resources Considerations**

The Winter Plan requires providers of care services to ensure that the movement of staff between settings, such as residential care homes or day service, is minimised. Workforce implications arising from this will be monitored on a regular basis throughout the winter plan to identify any risks to continuity of service provision across both the Council and Private, Voluntary, and Independent (PVI) sector.

### **5. Legal Considerations**

None.

### **6. Equality implications**

In developing the Adult Social Care Covid-19 Winter Plan 2020-21 due consideration has been given to the requirement to address inequalities in the provision of services.

### **7. Other Considerations**

In preparing this report the relevance of the following factors has been considered: Social Value, Human Rights, equality of opportunity, health, environmental, transport, property, social value and crime and disorder considerations.

### **8. Background Papers**

- Adult social care: our COVID-19 winter plan 2020 to 2021, Department of Health and Social care (published by Department of Health and Social care, 18 September 2020)
- Derbyshire Adult Social Care and Health Market Position Statement for Older People's nursing, residential, extra care and homecare services (27 February 2020)

**9. Key Decision**

No

**10. Is it required that the Call-in period be waived in respect of the decisions being proposed within this report?**

No

**11. Officer's Recommendation**

The Cabinet Member for Adult Social Care and Health is asked to:

- i. Note the content of the report and the plans in place across Adult Social Care and Health in Derbyshire to ensure services are delivered during a Covid-19 winter.
- ii. Note that formal confirmation was provided to the Department of Health and Social care prior to 31 October 2020 that a local plan had been established.

**Helen Jones**  
**Executive Director – Adult Social Care & Health**  
**County Hall**  
**Matlock**

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**Derbyshire County Council: Adult Social Care Winter Plan 2020-21**

**Theme 1: Preventing and controlling the spread of infection in care settings**

<b>Actions Required by Local Authorities</b>	<b>What is happening in Derbyshire</b>
Continue to implement relevant guidance and circulate and promote guidance to adult social care providers in their area, including for visitors	<ul style="list-style-type: none"> <li>• Guidance is provided by Public Health and Health &amp; Safety colleagues and uploaded onto the Council's website.</li> <li>• Robust risk assessments are in place across DCC Residential Homes and Community Care Centres.</li> <li>• PVI and Direct Care providers updated on changes</li> <li>• Continuing to monitor local infection rates and review guidance in areas of intervention (in line with national policy).</li> </ul>
Directors of Public Health should work with relevant partners including Public Health England and local health protection boards to control local outbreaks and should refer to the contain framework	<ul style="list-style-type: none"> <li>• COVID health protection board meet weekly with daily operational and senior management groups to support the review and management of outbreaks.</li> <li>• Systems in place to share intelligence between adult social care commissioners, whole home testing, test and trace, community infection prevention control (IPC) and Public Health England.</li> </ul>
Support care homes, working with local partners to carry out learning reviews after each outbreak to identify and share any lessons learned at local, regional and national levels	<ul style="list-style-type: none"> <li>• Implementation of the Outbreak Plan monitored via the Test &amp; Trace Cell and co-ordinated through care home group and the strategic care home group.</li> <li>• Support provided by community IPC team. Outbreak Control Teams established as required. Lessons learnt shared and reviewed via COVID care homes cell.</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
<b>Managing staff movement</b>	
Distribute money from the Infection Control Fund, and submit returns on how the funding has been used in line with the grant conditions	<ul style="list-style-type: none"> <li>• Infection Control Fund round one - tranches one and two of funding received and distributed to care providers during summer 2020.</li> <li>• Round two funding received, and guidance sent to providers on accessing funding.</li> </ul>
Consult the guidance available on redeploying staff and managing their movement, and support providers in their area to access other initiatives – for example Bringing Back Staff	<ul style="list-style-type: none"> <li>• We have developed a Growing and Maintaining the Workforce group and have nominated links into Building Right Support programme (for identifying staff with skills and training to work with people who have complex care and support needs) and other joint regional/ national workforce initiatives</li> </ul>
Continue to review contingency arrangements to help manage staffing shortages, within social care provision, through the winter, with the aim of reducing the need for staff movement	<ul style="list-style-type: none"> <li>• This work is overseen within the Growing and Maintaining the Workforce group and linked into the Joined-Up Careers Derbyshire arrangements.</li> <li>• Workforce issues are escalated through to a weekly Covid management meeting.</li> </ul>
Provide clear communication to social care providers regarding the importance of implementing workforce measures to limit COVID-19 infection, signpost relevant guidance, and encourage providers to make use of additional funding where appropriate	<ul style="list-style-type: none"> <li>• Weekly meetings with health and social care system leads to promote a shared and strategic view of the Derbyshire and Derby City social care sector and ensure support and guidance is targeted so the sector responds robustly to the pandemic to protect service users and staff in all social care settings.</li> <li>• This includes distribution of regular updates of national guidance and the offer of daily support and training for services struggling with implementing new and updated guidance. There is a dedicated microsite for providers with all relevant up to date guidance on managing</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
	<p>impact of Covid, this includes how to support their workforce to follow IPC measures.</p>
<p>Actively monitor Capacity Tracker data to identify and act on emerging concerns regarding staff movement between care settings, including following up with care providers who are not limiting staff movement</p>	<ul style="list-style-type: none"> <li>• Capacity Tracker is regularly monitored via the Contracts Team.</li> <li>• Providers that are outliers are contacted and asked to reconsider responses and where applicable offered support and guidance. This has included supporting providers with using their infection control grant funding to assist with workforce constraints.</li> </ul>
<p><b>Personal protective equipment (PPE)</b></p>	
<p>Provide Personal Protective Equipment (PPE) for COVID-19 needs (as recommended by COVID-19 PPE guidance) when required, either through the Local Resilience Forum (if in an area where they are continuing PPE distribution), or directly to providers (if in an area where the LRF has ceased distribution)</p>	<ul style="list-style-type: none"> <li>• We have ensured the provision of all required PPE to our in-house services since the end of February.</li> <li>• We have also been providing emergency supplies of PPE to Private, Voluntary and Independent (PVI) sector providers, Direct Payment users, informal carers, social workers etc via our own PPE Hub</li> </ul>
<p>Report shortages to the LRF or to Department of Health and Social Care</p>	<ul style="list-style-type: none"> <li>• The LRF has stood down in terms of PPE provision now the national PPE Portal has been established.</li> <li>• DCC is now working directly with DHSC to continue to receive PPE supplies directly.</li> </ul>
<p>Help employers of personal assistants, Shared Lives carers, and carers in supported living or extra care housing to access Personal Protective Equipment</p>	<ul style="list-style-type: none"> <li>• We are continuing with our PPE Hub arrangements and have also agreed with Department of Health and Social Care to pick up responsibility for provision of all Covid related PPE to all those who are not eligible to register with the national PPE Portal.</li> <li>• This includes informal carers, Direct Payment users, social work staff etc.</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
<b>COVID-19 testing</b>	
Ensure positive cases are identified promptly, make sure care providers, as far as possible, carry out testing as per the testing strategy and, together with NHS organisations, provide local support for testing in adult social care, if needed	<ul style="list-style-type: none"> <li>• Monitored via the Testing Cell and through Care Homes Cell. Regular situation reports completed and liaison with infection prevention control team and Public Health</li> </ul>
Actively monitor their local testing data to identify and act on emerging concerns, including following up with care homes that are not undertaking regular testing, as per the guidance	<ul style="list-style-type: none"> <li>• Weekly Situation Reporting provided by Derbyshire Public Health; also monitored via the Capacity Tracker; internal communication to identify emerging concerns and to respond.</li> </ul>
<b>COVID-19 testing</b>	
Support communications campaigns encouraging eligible staff and people who receive care to receive a free flu vaccine	<ul style="list-style-type: none"> <li>• Flu plan to support internal employee flu programme and external population level promotion.</li> <li>• Details on accessing free flu jabs provided on Derbyshire County Council website and via microsite for care providers.</li> </ul>
Direct providers to local vaccination venues	<ul style="list-style-type: none"> <li>• Joint letter to providers from Derbyshire County Council and NHS Derby and Derbyshire Clinical Commissioning Group (CCG) to all care providers including direct payment clients outlining flu vaccination services.</li> </ul>
Work with local NHS partners to facilitate and encourage the delivery of flu vaccines to social care staff and residents in care homes	<ul style="list-style-type: none"> <li>• We are an active participant in the Joined-Up Care Derbyshire flu cell.</li> <li>• Series of communications in place and joint letter to providers from the Council and NHS Derby and Derbyshire CCG to all care providers including direct payment clients.</li> </ul>



Theme 2: Collaboration across health and care services

Actions Required by Local Authorities	What is happening in Derbyshire
<b>Safe discharge from NHS settings and preventing avoidable admissions</b>	
<p>Jointly commission care packages for those discharged (including commissioning of care home beds). The local authority should be the lead commissioner unless otherwise agreed between the CCG and the local authority</p>	<ul style="list-style-type: none"> <li>• Local authority lead commissioning for residential care and bedded discharges. Agreed arrangements in place for Reablement / Short Term Service and designated bed provision for people who are Covid positive.</li> <li>• CCG lead commissioning for designated nursing care beds for discharges of people who are Covid positive.</li> </ul>
<p>Establish an Executive Lead for the leadership and delivery of the discharge to assess model;</p>	<ul style="list-style-type: none"> <li>• Executive lead established for Derbyshire County Council and Health lead being confirmed with system partners</li> </ul>
<p>Establish efficient processes to manage CHC assessments in line with the guidance on the reintroduction of NHS continuing healthcare (as well as the discharge guidance), which includes extending the use of the Trusted Assessor Model and digital assessments</p> <p>Secure enough staff to rapidly complete deferred assessments, drawing on discharge funding but without negatively impacting on care home support</p>	<ul style="list-style-type: none"> <li>• Joint planning in place</li> <li>• Continue to develop joint system plans and agreements and monitor and track progress alongside CCG colleagues</li> </ul>
<p>Work with partners to coordinate activity, with local and national voluntary sector organisations, to provide services and support to people requiring support around discharge from hospital and subsequent recovery</p>	<ul style="list-style-type: none"> <li>• Clear and agreed arrangements in place for pathways 1, 2 and 3 discharge from hospital. Joint understanding of current demand and capacity requirements.</li> <li>• We will continue to: monitor and track current discharge capacity to meet growing demand; develop improved efficiency and effectiveness of current arrangements through service redesign and transformation as part of</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
	the Better Lives - Short Term Services Redesign and Long-Term Transfer workstreams.
<p>Are required to provide appropriate accommodation for people who have been discharged from hospital, if their care home cannot provide appropriate isolation or cohorting facilities, as set out in the Adult Social Care Action Plan. Every local authority should work with their respective CCG to ensure that they have safe accommodation for people who have been discharged from hospital with a positive or inconclusive COVID-19 test result. Discharge funding has been made available via the NHS to cover the costs of providing alternative accommodation</p>	<ul style="list-style-type: none"> <li>Local authority lead commissioning for residential care bedded discharges. Agreed arrangements in place for Reablement / Short Term Service and designated bed provision for people who are Covid positive.</li> <li>CCG lead commissioning for designated nursing care beds for discharges of people who are Covid positive</li> </ul>
<p>Should consider adopting the cohorting and zoning recommendations published by ADASS, working with providers. This should include ensuring early partnership discussions with providers, about the safety and feasibility of implementing these arrangements within their care homes.</p>	<ul style="list-style-type: none"> <li>Formal designated residential beds for hospital discharge are being provided using a council operated care home and independent sector providers will continue to be supported to have appropriate self-isolation arrangements for residents</li> </ul>
<b>Social prescribing</b>	
<p>Work closely with Social Prescribing Link Workers (SPLWs) to co-ordinate support for people identified by health and care professionals as most needing it, especially those impacted by health inequalities and autistic people and people with learning disabilities</p>	<ul style="list-style-type: none"> <li>Clinical Leads attached to all Care Homes in Derbyshire through Primary Care Network.</li> <li>All Care Homes have access to appropriate technology (iPads) for PCN communication. All Care Homes have access/support to use oximeters / oxygen monitoring.</li> </ul>
<p>Ensure SPLWs have the support and equipment to work remotely and access GP IT systems</p>	<ul style="list-style-type: none"> <li>SPLWs employed through PCNs in Derbyshire and have access to NHS health records and continuing to work remotely throughout the pandemic</li> </ul>

**Theme 3: Supporting people who receive social care, the workforce, and carers**

Actions Required by Local Authorities	What is happening in Derbyshire
<b>Supporting independence and quality of life</b>	
<p>Give a regular assessment of whether visiting care homes is likely to be appropriate, within their local authority, or within local wards, considering the wider risk environment</p>	<ul style="list-style-type: none"> <li>• Reviewed as part of COVID health protection board and daily operational meetings.</li> <li>• Communication from Director of Public Health shared with providers as required.</li> <li>• Current arrangements in line with national lockdown guidance.</li> </ul>
<p>If necessary, impose visiting restrictions if local incidence rates are rising, and immediately if an area is listed as 'an area of intervention'</p>	<ul style="list-style-type: none"> <li>• Reviewed as part of COVID health protection board and daily operational meetings.</li> <li>• Communication from Director of Public Health shared with providers as required.</li> <li>• Current arrangements in line with national lockdown guidance.</li> </ul>
<b>Direct payments</b>	
<p>Consult the new guidance for the actions that they should undertake to ensure that people receiving direct payments, their families and carers are able to meet their care and support needs this winter</p> <p>Give people with direct payments the level of flexibility and control as envisaged in the Care Act and NHS Direct Payment regulations and accompanying guidance, allowing them to stay well, and get the care and support they need</p>	<ul style="list-style-type: none"> <li>• Contingency plans are in place. Direct payment Guidance continues to be followed and flexible approaches to individual circumstances responded to where appropriate</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
<b>Support for unpaid carers</b>	
Make sure carers, and those who organise their own care, know what support is available to them and who to contact if they need help	<ul style="list-style-type: none"> <li>• Support for unpaid carers commissioned from Derbyshire Carers Association (DCA)</li> <li>• We are working closely with DCA, to refocus the carers support service through the recovery and restoration phase, to ensure it is meeting the changing needs of Carers in Derbyshire</li> </ul>
Follow the direct payments guidance and be flexible to maximise independence	<ul style="list-style-type: none"> <li>• Direct Payment guidance continues to be followed and flexible approaches to individual circumstances responded to where appropriate</li> </ul>
Ensure that assessments are updated to reflect any additional needs created by COVID-19 of both carers and those in need of social care	<ul style="list-style-type: none"> <li>• All Direct Payment recipients have been contacted and circumstances reviewed where required as a result of ongoing impacts of Covid</li> </ul>
Work with services that may have closed, over the pandemic, to consider how they can reopen safely or be reconfigured to work in a COVID-19 secure way and consider using the Infection Control Fund to put in place infection prevention and control measures to support the resumption of services	<ul style="list-style-type: none"> <li>• Work is ongoing to look at opportunities to reopen affected services where possible. Specific focus on the re-opening day centres for older adults and day services for people with a learning disability.</li> </ul>
Where people who use social care services can no longer access the day care or respite services that they used before the pandemic, work with them to identify alternative arrangements that meet their identified needs	<ul style="list-style-type: none"> <li>• Individual risk assessments have been completed with individuals directly affected by temporary service closures and alternative opportunities have been sourced where possible</li> </ul>
<b>End-of-life care</b>	
Ensure that discussions and decisions on advanced care planning, including end of life, should take place between the individual (and those people who are important to them where appropriate) and the multi-professional care	<ul style="list-style-type: none"> <li>• We continue to do this as part of our assessment and care planning process, including use of advocates, Mental Capacity Act checklist, contingency planning and advanced decision making.</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
team supporting them. Where a person lacks the capacity to make treatment decisions, a care plan should be developed following where applicable the best interest checklist under the Mental Capacity Act	
Implement relevant guidance and circulate, promote and summarise guidance to the relevant providers. This should draw on the wide range of resources that have been made available to the social care sector by key health and care system partners and organisations including those on the NHS website and those published by the Royal Colleges of GPs	<ul style="list-style-type: none"> <li>• We have continued to operate our Safeguarding Board. Guidance has been circulated, promoted and reinforced to internal providers through our Quality and Compliance team and with external providers through our Contracts and Compliance team.</li> </ul>
<b>Supporting the workforce – staff training</b>	
Ensure providers are aware of the free induction training offer and encourage them to make use of it	<ul style="list-style-type: none"> <li>• This has been provided by the Contracts and Compliance Team/ Provider section of DCC website (microsite)</li> </ul>
Promote and summarise relevant guidance to care providers	<ul style="list-style-type: none"> <li>• This has been provided by the Contracts and Compliance Team/ Provider section of DCC website (microsite)</li> </ul>
<b>Supporting the wellbeing of the workforce</b>	
Maintain, where possible, the additional staff support services which they put in place during the first wave of the pandemic	<ul style="list-style-type: none"> <li>• Wellbeing support for the workforce: internal to DCC via Health &amp; S /safety team and Human Resources. PVI - promoted to care providers.</li> </ul>
Review current occupational health provision with providers in their area and highlight good practice	<ul style="list-style-type: none"> <li>• The Council has an in-house Occupational Health team</li> </ul>
Promote wellbeing offers to their staff and allow staff time to access support, as well as promoting to providers in their area	<ul style="list-style-type: none"> <li>• Wellbeing support for the workforce: internal to DCC via Health &amp; Safety team and Human Resources. PVI - promoted to care providers.</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
<b>Workforce capacity</b>	
Continue to review contingency arrangements to help manage staffing shortages within social care provision through the winter	<ul style="list-style-type: none"> <li>• Growing and Maintaining the Workforce - led by Human Resources (HR) for Direct Care. Further work taking place with Derbyshire Community Health Service for PVI</li> </ul>
Consult the guidance available on deploying staff and managing their movement, and support providers in their area to access other initiatives – for example Bringing Back Staff	<ul style="list-style-type: none"> <li>• Growing and Maintaining the Workforce - led by HR; links in place with Bringing Back Staff and other joint regional/ national workforce initiatives</li> </ul>
Consider how voluntary groups can support provision and link-up care providers with the voluntary sector where necessary	<ul style="list-style-type: none"> <li>• Joint work with Voluntary and Community Sector taking place as part of the current and ongoing review.</li> <li>• This work is linked in via Place and the Community Response Unit</li> </ul>
Support providers, in their area, to complete the capacity tracker and update their adult social care workforce data set (ASCWDS) records to help ensure effective local capacity monitoring and planning	<ul style="list-style-type: none"> <li>• This work is being overseen by the Contracts &amp; Compliance Team</li> </ul>
<b>Shielding and people who are clinically extremely vulnerable</b>	
Local authorities will coordinate local support if shielding is reintroduced in a local area. This includes provision of enhanced care and support for CEV people on the shielded persons list	<ul style="list-style-type: none"> <li>• Community Support Unit is in place and a new Food &amp; PPE Hub is being set up</li> </ul>
<b>Social work and other professional leadership</b>	
Ensure that their social work teams are applying legislative and strengths-based frameworks (including those based on duties under the Care Act and Mental Capacity Act) and support partner organisations such as the NHS to do the same	<ul style="list-style-type: none"> <li>• Introduced specific guidance for Adult Mental Health Professionals in line with Ethical Framework</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
Ensure social work practice is fully cognisant of and acts on the issues of inequality and deprivation and the impact this has on communities and people’s access to health and social care services	<ul style="list-style-type: none"> <li>• This continues to be part of our ongoing assessment and care management practice</li> </ul>
Understand and address health inequalities across the sector and develop actions with partners, where required, taking into account the implications of higher prevalence of COVID-19 in Black, Asian and minority ethnic communities and inequalities experienced by people with learning disabilities, autistic adults, and people with mental health difficulties	<ul style="list-style-type: none"> <li>• This continues to be part of our ongoing assessment and care management practice and specific attention has been given to the impacts on specific groups in relation to the impact of Covid</li> </ul>
Review their current quality assurance frameworks and governance oversight arrangements to ensure that winter and COVID-19 pressures do not reduce the ability to deliver high-quality social work practice	<ul style="list-style-type: none"> <li>• This has been addressed through the introduction of new Quality Assurance Framework within ASC and is monitored through the Quality Improvement Board</li> </ul>
Develop and maintain links with professionals across the health and care system to ensure joined-up services	<ul style="list-style-type: none"> <li>• Links with system partners and colleagues within key stakeholder organisations are maintained as part of the Joined-Up Care Derbyshire system arrangements</li> </ul>
Lead local application of the Ethical Framework for Adult Social Care, ensuring that NHS partners fully understand their responsibilities to apply the ethical principles and values as part of discharge to assess delivery	<ul style="list-style-type: none"> <li>• This is addressed as part of our ongoing joint working, planning and commissioning arrangements.</li> </ul>
Ensure that the application of new models and pathways are offering the best possible outcome for individuals, their families and loved ones, advocating for them and advising commissioners where these pathways cause a conflict	<ul style="list-style-type: none"> <li>• This work is being led through our Better Lives Transformation Programme</li> </ul>
Review any systemic safeguarding concerns that have arisen during the pandemic period and ensure actions are	<ul style="list-style-type: none"> <li>• This work is overseen through our safeguarding board and quality and compliance arrangements.</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
in place to respond to them, enabling readiness for any increased pressures over the winter period	
Support and lead social workers and safeguarding teams to apply statutory safeguarding guidance with a focus on person-led and outcome focused practice	<ul style="list-style-type: none"> <li>• This continues to be part of our ongoing social work and safeguarding team arrangements.</li> </ul>

#### Theme 4: Supporting the system

Actions Required by Local Authorities	What is happening in Derbyshire
<b>Funding</b>	
Provide DHSC with information about how the money Infection Control Fund has been spent by 30 September 2020	<ul style="list-style-type: none"> <li>• Return sent to DHSC on 30th September 2020</li> </ul>
Continue to maintain the information they have published on their websites about the financial support they have offered to their local adult social care market	<ul style="list-style-type: none"> <li>• DCC website updated regularly with specific Covid information pages for staff, public and care providers.</li> </ul>
Provide regular returns to DHSC on the spending of the extended Infection Control Fund in line with the grant conditions	<ul style="list-style-type: none"> <li>• Monthly returns will be submitted to DHSC in line with the grant conditions</li> </ul>
<b>Market and provider sustainability</b>	
Work with local partners to engage with the Service Continuity and Care Market Review, and – when requested – complete a self-assessment of the health of local market management and contingency planning leading into winter	<ul style="list-style-type: none"> <li>• Development of an updated Market Position Statement is in place. The Contract Team continue to monitor the market</li> </ul>
Continue to work understand their local care market; and to support and develop the market accordingly	<ul style="list-style-type: none"> <li>• The Contract Team continue to monitor the market</li> </ul>



Actions Required by Local Authorities	What is happening in Derbyshire
	<ul style="list-style-type: none"> <li>• There is ongoing contact with care providers and monitoring of the Capacity Tracker</li> <li>• Information is to be used in refreshing the current Market Position Statement</li> </ul>
<p>Continue to support their provider market as needed, to secure continuity of care, including promoting the financial support available</p>	<ul style="list-style-type: none"> <li>• The Contract Team continue to monitor the market and will maintain ongoing contact with care providers and monitoring of the Capacity Tracker.</li> <li>• All care providers have been encouraged and supported to take up the Infection Control Grant</li> </ul>
<p><b>CQC support: Emergency Support Framework and sharing best practice</b></p>	
<p>Work with the CQC to promote and inform providers about monitoring processes</p>	<ul style="list-style-type: none"> <li>• Private, Voluntary and Independent sector DCC contracts Team is in regular contact with care providers and informs them about monitoring processes.</li> <li>• Senior Managers within Derbyshire County Council’s Direct Care services have monthly meetings with CQC to discuss updates to guidance and local issues.</li> </ul>
<p><b>Local, regional and national oversight and support</b></p>	
<p>Write to DHSC by 31 October confirming they have put in place a winter plan and that they are working with care providers in their area on their business continuity plans, highlighting any key issues if needed, in order to receive the second instalment of the Infection Control Fund. These plans should consider the recommendations of this Winter Plan, and involve NHS and voluntary and community sector organisations where possible</p>	<ul style="list-style-type: none"> <li>• Winter Plan finalised and confirmation sent by 31st October.</li> <li>• Planning underway to work with providers on business continuity planning and for the second tranche of infection control funding</li> </ul>
<p>Continue current oversight processes, including delivery of Care Home Support Plans and engagement with regional feedback loops</p>	<ul style="list-style-type: none"> <li>• There is ongoing contact with care providers and monitoring of the Capacity Tracker. Attendance at</li> </ul>

Actions Required by Local Authorities	What is happening in Derbyshire
	regional meetings and information provided, as requested
Continue to champion the Capacity Tracker and the CQC community care survey and promote their importance as a source of data to local providers and commissioners	<ul style="list-style-type: none"> <li>• There is ongoing contact with care providers (DCC Direct Care and PVI) and monitoring of the Capacity Tracker. Continued encouragement to complete the Tracker.</li> </ul>
Establish a weekly joint communication from local directors of adult social services and directors of public health to go to all local providers of adult social care, as a matter of course, through the winter months	<ul style="list-style-type: none"> <li>• There is ongoing contact with care providers (DCC Direct Care and PVI): using the DCC website and the Provider web page.</li> <li>• Director of Public Health correspondence with care home providers</li> </ul>

**Specific Provider Actions**

As a provider and commissioner / contractor of care and support services the following section provides an overview of the national actions required by providers and the work being undertaken in Derbyshire.

Actions required by providers	Derbyshire County Council Direct Care	Derbyshire County Council Contracting
Providers must keep the needs and safety of the people they support and their staff at the forefront of all activities	Close monitoring of CQC Emergency Support Framework and action taken following a visit where required.	Regular communication with all PVI Providers on Covid-19 requirements, including infection control, use of PPE and following Government guidance. DCC Direct Care provision follows all Government guidance.
Providers should review and update their business continuity plans for the autumn and winter, of which	Fast track recruitment process set up to recruit to the relief workers - continued interviewing and placing.	All PVI Providers are required to keep their business continuity plans up to date, including workforce and this is

Actions required by providers	Derbyshire County Council Direct Care	Derbyshire County Council Contracting
workforce resilience should be a key component	All Vacancies currently being recruited to and monitored centrally.	tracked via the Capacity Tracker. DCC inhouse has implemented an internal Growing & Maintaining the Workforce group for Direct Care/ P&P/ OT provision etc. The LRF Maintaining Frontline Services Group has been re-started to receive details of workforce needs across the whole LRF system.
Providers should continue to ensure that all relevant guidance is implemented and followed, using the new guidance portal for providers, Overview of adult social care guidance on coronavirus.	Quality and Compliance Team to continue to monitor and review all updates made to current guidance and ensure changes communicated to services.	DCC maintains an up to date Covid-19 webpages for external and internal use; and provides links to Govt. guidance.
Providers should utilise additional funding available to implement infection prevention and control measures, in accordance with the conditions of the Infection Control Fund and those given by local authorities, and should provide all information requested on use of the funding to local authorities	This has been completed in line with requirements	PVI and direct Care Providers are encouraged to apply for the Infection control Grant (Phases One and Two); and to provide the required monitoring information.
Providers must provide data through the Capacity Tracker or other relevant data collection or escalation routes in	Quality and Compliance Team to continue to monitor data entered on to capacity tracker and escalate any	The Capacity Tracker is monitored, and regular contact maintained with

Actions required by providers	Derbyshire County Council Direct Care	Derbyshire County Council Contracting
line with government guidance and the conditions of the Infection Control Fund	issues to the Operational Senior Management meeting	care providers to encourage them to complete the Capacity Tracker.
Providers should ensure that both symptomatic staff and symptomatic recipients of care are able to access COVID-19 testing, as soon as possible. Care homes should adhere to guidance on regular testing for all staff and care home residents	Quality and Compliance Team to continue to monitor data entered on to capacity tracker and escalate any issues to the Operational Senior Management meeting	There is regular contact with PVI and DCC directly provided care homes to ensure the Testing is followed, and procedures are adhered to. There is regular reporting of infections and outbreaks. There is a Test & Trace Cell that coordinates the response to infections/ outbreaks.
All eligible care providers can register for and use the new PPE portal. All providers should report any PPE shortages through the Capacity Tracker, LRFs where applicable, or any other relevant escalation or data collection route	Process to remain the same for DCC homes and domiciliary providers. These communications have gone out.	All care providers have been encouraged to register on the new PPE Portal; DCC continues to provide PPE in emergency situations where providers are unable to source PPE. PPE shortages are reported.
Providers ineligible to register for the portal (such as personal assistants) should contact their LRF (if it is continuing to distribute PPE) or their local authority to obtain free PPE for COVID-19 needs	PPE Strategic Group coordinating this activity.	DCC is providing PPE to those providers/ services that are ineligible to register on the PPE Portal.
Providers should proactively encourage and enable people who receive care and social care staff to	Flu vaccine clinics in each residential care home and 100 Pharmacies to	This is covered in the comprehensive Flu Plan

Actions required by providers	Derbyshire County Council Direct Care	Derbyshire County Council Contracting
receive free flu vaccinations and report uptake	support those staff not able to attend a clinic. All registered providers have flu pack	

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